

City of Las Vegas All-Hazards Emergency Operations Plan



Produced and maintained by

**Office of Emergency Management
Administrative Services
City Manager's Office**



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LETTER OF PROMULGATION

One of the most important and uncontested functions of government is the protection of life and property. This is especially true with respect to emergency disaster operations and management.

This document, the **City of Las Vegas All-Hazards Emergency Operations Plan**, is the product of a whole community collaboration, including city departments, allied jurisdictions, and non-governmental organizations. It provides an overview of the city of Las Vegas, the hazards we are likely to experience, our response capabilities and a framework for community recovery in the aftermath of a disaster.

The advent of domestic and international terrorism in our society has forced all levels of government to recognize and plan for intentional acts of violence in addition to natural hazards and unintentional human-caused events. It is challenging to forecast every type of emergency or disaster that the city may face. Likewise, the city cannot singularly possess and maintain all the resources necessary to mitigate, prepare for, respond to, and recover from every type of incident. As a result, the city remains actively engaged in activities which enhance coordination, communication and collaboration with our partners in emergency management to ensure our community's preparedness and resilience before, during and after a disaster.

All persons who have a role in the emergency management process are encouraged to be thoroughly familiar with this plan and be prepared to assist with its implementation whenever the need arises.

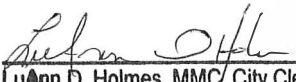
Executed this 7th day of March 2019.



Carolyn G. Goodman
Mayor



Scott D. Adams
City Manager

Attest By: 

LuAnn D. Holmes, MMC, City Clerk

CONFIDENTIALITY NOTICE:

Pursuant to Nevada Revised Statutes (NRS) Chapter 239C.250 this plan is a confidential document and must be maintained securely. Breach of confidentiality is punishable by law.

Plan Introduction

The All-Hazards Emergency Operations Plan is organized into four major sections with four additional reference sections to support emergency center operations when activated. These sections are:

Basic Plan

Emergency Support Functions

Support Annexes

Hazard, Threat and Incident Specific Annexes

EOC Activation Resources:

- Emergency Operations Center Checklists/Declarations
- Telephone Directory
- Acronyms and Glossary of Terms
- Emergency Resources

Plan Implementation

In accordance with Las Vegas Municipal Code 2.30, the City Manager or designated Deputy City Manager has the authority to activate and oversee implementation of this plan.

This document is a comprehensive revision and supersedes all versions of the Las Vegas Emergency Operations Plan prior to April 2018.

Record of Changes

The city of Las Vegas has maintained a Comprehensive All-Hazards Emergency Operations Plan since 1991. Plan updates are completed after reviews, exercises, and in keeping with changes to federal, state, county or municipal codes.

The following table demonstrates changes made since the last revision of this plan.

Section	Summary of Revision
Basic	Letter of Promulgation update
	Updated department titles
	Updated City Seal
	Updated population numbers, community profile, maps
	Updated Organization language to match NIMS
	Added human-caused hazards
	Updated JIC map
Emergency Support Functions	Updated department names
	Updated department roles/personnel
	Updated EOC org chart
	Updated ESF Responsibilities
Support Annexes	Updated ESFs to match revised department ESF plans
Checklists	Added items and updated job titles and department names
Telephone Directory	Updated directory to reflect current numbers
Glossary	Updated Acronyms
	Added Complex Coordinated Attack
	Added Family Assistance Center

Record of Distribution

The city of Las Vegas distributes this plan in accordance with Nevada Revised Statute (NRS) 239C.250.

Response plans of political subdivisions: Confidentiality.

1. Each political subdivision shall adopt and maintain a response plan. Each new or revised plan must be filed within 10 days after adoption or revision with:

- (a) The Division; and
- (b) Each response agency that provides services to the political subdivision.

Department/Agency

Recipient

Mayor	Mayor
Council Ward 1	Council Member
Council Ward 2	Council Member
Council Ward 3	Council Member
Council Ward 4	Council Member
Council Ward 5	Council Member
Council Ward 6	Council Member
City Manager's Office	City Manager
City Manager's Office	Deputy City Manager
City Manager's Office	Chief Operations and Development Officer
City Manager's Office	Chief Financial Officer
City Manager's Office	Chief Community Services Officer
City Manager's Office	Executive Director, Community Development
Administrative Services	Chief of Staff
Building and Safety	Director
City Attorney	City Attorney
City Auditor	Auditor
City Clerk	City Clerk
Communications	Director
Community Services	Director
Cultural Affairs	Director
Economic and Urban Development	Director
Finance	Director
Fire and Rescue	Chief Director
Human Resources	Director
Information Technologies	Director
Municipal Court	Court Administrator

*All-Hazards Emergency Operations Plan
City of Las Vegas, Nevada 2/2019*

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Operations and Maintenance	Director
Parks and Recreation	Director
Planning	Director
Public Safety	Chief
Public Works	Director
Youth Development and Social Innovation	Director
Las Vegas Metropolitan Police Department	Sheriff
Regional Transportation Commission	General Manager
Clark County (OEM)	Deputy Chief OEM
Southern Nevada Health District	Chief Health Officer
Clark County School District	Superintendent
Las Vegas Valley Water	General Manager
Nevada Division of Emergency Management	Chief
American Red Cross	Chief Executive Officer
Radio Amateur Civil Emergency Services (RACES)	Emergency Coordinator
Southern Nevada Community Organizations Active in Disaster	Chair
American Medical Response	Vice President Operations
Southwest Medic	Vice President Operations
Cox Communications	Chief Operations Officer
Las Vegas Convention and Visitors Authority	Director, Security Department
NV Energy	Vice President, Security
Republic Services of Southern Nevada	Vice President, Government Affairs
Southwest Gas	Superintendent, Gas Operations

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City of Las Vegas, Nevada All-Hazard Emergency Operations Plan

If an emergency situation is in progress, go directly to the **Emergency Support Function section** to locate your responsibilities (pp. ESF A – F, ESF 1-15).

The Basic Plan

I. Purpose

The City of Las Vegas **All-Hazard Emergency Operations Plan (EOP)** establishes a process and structure for the systematic, coordinated and effective delivery of emergency services to address the consequences of any emergency or disaster declared within the city of Las Vegas. This plan integrates the best planning practices detailed in the Department of Homeland Security's Comprehensive Planning Guide (CPG) 101 version 2. Consistent with Homeland Security Presidential Directive (HSPD)-5, the **National Incident Management System (NIMS)** is integrated into this plan; and, use of the Incident Command System (ICS) is a basic tenet of the city's emergency management process.

The disaster response activities are formatted utilizing the “**Emergency Support Functions (ESF)**” identified in the Nevada State Comprehensive Emergency Management Plan (SCEMP) and the National Response Framework (NRF). The Emergency Support Functions can be used in response to any disaster or emergency, natural or man-made, and provide for a smooth transition if City of Las Vegas resources or capabilities are overwhelmed. Any, or all, of the Emergency Support Functions may be implemented independently of the others to support disaster or emergency operations. Successful implementation of the Emergency Support Function format requires that each assigned Primary and Support agency has developed comprehensive operational plans for implementing their responsibilities as outlined in each ESF. In an extensive planning effort, each City department developed specific operational plans, which are integrated into this overall EOP. Department plans will be reviewed and updated in a bi-annual planning cycle.

The Emergency Support Function section also provides guidance for determining which City department serves as “PRIMARY AGENCY” for each emergency function. Although specific responsibility may be assigned to a single department, all departments and supporting agencies have a role to fulfill. A successful response operation requires that each department/agency fulfill its responsibilities.

II. Scope

This plan is created for the purpose of response to emergency conditions existing in the boundaries of the Las Vegas jurisdiction. It does not preclude actions the city may take to provide assistance to other jurisdictions via automatic aid or mutual aid agreement. When utilized properly, the All-Hazard Emergency Operations Plan:

1. Assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency.
2. Sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated.
3. Describes how people and property will be protected in emergencies and disasters.
4. Identifies personnel, equipment, facilities, supplies, and other resources required to ensure effective response and recovery operations.

III. Situation and Assumptions

The city of Las Vegas is the largest city in the State of Nevada, situated in the southern region of the state in Clark County. Nearly 70 percent of the state's population is concentrated in Clark County, with an excess of 648,000 residing within the city's 141.9 square miles. In addition to resident population, the Las Vegas valley is a world famous travel destination serving more than 40 million visitors annually.

General assumptions include:

- A major disaster or emergency in Las Vegas may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the City's economic, physical, and social infrastructures.
- The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possible triggering of secondary events such as fires and floods.
- The city will implement a unified Incident Command System (ICS) structure as stipulated in the National Incident Management System (NIMS).

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- The preservation of life shall have priority over the preservation of property. The safety of citizens and personnel from city departments, supporting agencies, and volunteers will be a primary concern. High risks to personnel may be incurred to protect lives. Minor to moderate risks to personnel may be incurred to protect property. No risks to personnel will be incurred to protect non-salvageable lives or property.
- The large number of casualties, heavy damage to buildings and basic infrastructure, and disruption of essential public services will overwhelm the capabilities of the city to meet the needs of the situation. In this event, the Mayor will declare a local emergency and may request the Governor to declare a state of emergency.
- The city of Las Vegas maintains automatic aid and mutual aid agreements and interlocal agreements for public safety purposes with Clark County, neighboring cities and the state. These resources, if available, shall be activated as needed.
- The magnitude of the incident may overwhelm the combined assets of local and state resources. In this event, the Governor will request the President to declare a major disaster or emergency. Federal agencies will need to respond on short notice to provide timely and effective assistance.
- The degree of Federal involvement will be related to the severity and magnitude of the event as well as the State and local need for external support. A catastrophic event may require the full range of Federal response and recovery assistance. Less damaging disasters may require only partial Federal response and recovery assistance.

IV. Hazards

Types of hazards which threaten our community, as defined in FEMA's Comprehensive Preparedness Guide are:

Natural: These events are emergencies caused by forces extraneous to man in elements of the natural environments. Natural hazards cannot be managed and are often interrelated. Natural hazards can occur and cause damage to humans or the built environment; however, when a hazard and development intersect, significant damage to the built environment occurs, causing a natural disaster.

Technological: These events are emergencies that involve materials created by man and that pose a unique hazard to the general public and environments. Events caused by accident (e.g., mechanical failure, system or process breakdowns) or result from an emergency caused by another hazard (e.g., flood, storm) or are caused intentionally.

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Adversarial or Human Caused: These are disasters created by man, either intentionally or by accident. Examples of such hazards are acts of terrorism, school violence, and cyber events.

Hazards found in Las Vegas include:


Natural Hazards	Technological Hazards	Human-Caused Hazards
Avalanche Disease outbreak Drought Earthquake Epidemic Flood Landslide Severe weather Tornado Wildfire	Airplane crash HAZMAT release Power failure Radiological release Train derailment Urban conflagration	Active shooter/hostile events Civil disturbance Cyber events Terrorist acts Sabotage School violence Complex coordinated attack

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V. City of Las Vegas Facts & Statistics

FACTS &


Population	July 1, 2018	
City of Las Vegas	652,918	
Clark County	2,284,616	
Las Vegas Valley	2,212,610	
Median Age	35.9	2010 Census
Median Household Income	\$55,034	2018 Perspective
Households	236,000	July 1, 2018
Housing Units	248,982	July 1, 2018
Median New Home Sold*	\$349,512	2018 Perspective
Value of Building Permits	\$903,572,922	FY 2017-2018
Land Area	141.9 Square Miles	July 1, 2018
Climate		
Avg. Minimum Temperature	56.3F	30 year avg.
Avg. Maximum Temperature	79.9F	30 year avg.
Annual Sunshine	294 Days	30 year avg.
Public Schools	July 1, 2018	
CSN Satellite Campus	1	
UNLV Satellite Campus	1	
High Schools	15	
Middle Schools	17	
Elementary Schools	69	
Special Education Schools	5	
Alternate Schools	9	
Hotels/Motels (in City)	July 1, 2018	
Hotels	67	
Motels	28	
Rooms	16,481	
Stadiums/Auditoriums/Conventions Halls*	2018 Perspective	
(1 in City)	6	
Area Malls*	2018 Perspective	
(400,000+ sq ft)	14	
(in City)	3	
Las Vegas Industrial Parks	2018 Perspective	
(With space available for light or heavy industry, office, warehouse, Commercial and storage)	3	
Major Industrial Employers*	2018 Perspective	
Leisure & Hospitality		
Government		
Trade/Transportation/Utilities		
Business Services		
Education/Health Services		
Fire Department	July 1, 2018	
Uniformed Strength		
Uniform (Filled positions)	622	
Communications (Filled positions)	67	
Civilian (Filled positions)	36	
Fire Stations	21	July 1, 2018
Fire Training Center	1	
Metropolitan Police Stations*		
Area Commands	9	
Metropolitan Police Department	July 1, 2018	
Sworn Officers Assigned	3,201	
Civilian Workforce Assigned	1,302	
(Includes recruits)		
Corrections Officers Assigned	81	
(Sworn)		
Corrections Personnel Assigned	298	
(Civilian)		



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TTY# 7-1-1



PD 451-11-18

STATISTICS

Date of Land Auction May 15, 1905

Date of Incorporation: June 1, 1911

Date First Charter Adopted: March 16, 1911

Date Present Charter Adopted: May 26, 1983

Form of Government: Council - Manager

Number of Permanent Employees: July 1, 2018

CEA 1,300

Appointive 261

Executive 90

Fire 676

PPA 89

PPO 233

Elected 13

Total 2,662

Area in Square Miles:

June 1, 1911 19.179

July 1, 2018 141.9

Facilities and Services in Miles July 1, 2018

(Maintained by the City)

Freeway 16

Arterial (Primary) 184

Arterial (Secondary) 117

Collector (Industrial/Business) 20

Collector (Residential) 136

Local (Industrial/Business) 26

Local (Residential) 831

Alley 36

Total Centerline Miles 1,365

Number of Street Lights 54,680 July 1, 2018

Number of Traffic Signals 593

Number of School Flashers 263

Fire Protection: July 1, 2018

Number of Calls Answered 108,334

(Calendar year 2017)

Total Emergency Medical

Service Responses 96,924

(Calendar year 2017)

Total Fire Responses

(Calendar year 2017) 4,857

Culture and Recreation: July 1, 2018

Number of

City Maintained Parks 79

Number of Golf Courses 12

Public 9

Private 3

Number of Public Swimming Pools 9

Sewage System: July 1, 2018

Miles of Sanitary Sewers 1,786

Number of Service Connections 216,320

Miles of Storm Drain Channels 493

Number of Treatment Plants 3

Daily Average Treatment in MGD

(Million gallons per day) 44

maximum daily capacity of

treatment plants in MGD 102

* Denotes valley wide data

Prepared by:
City of Las Vegas Department of Planning



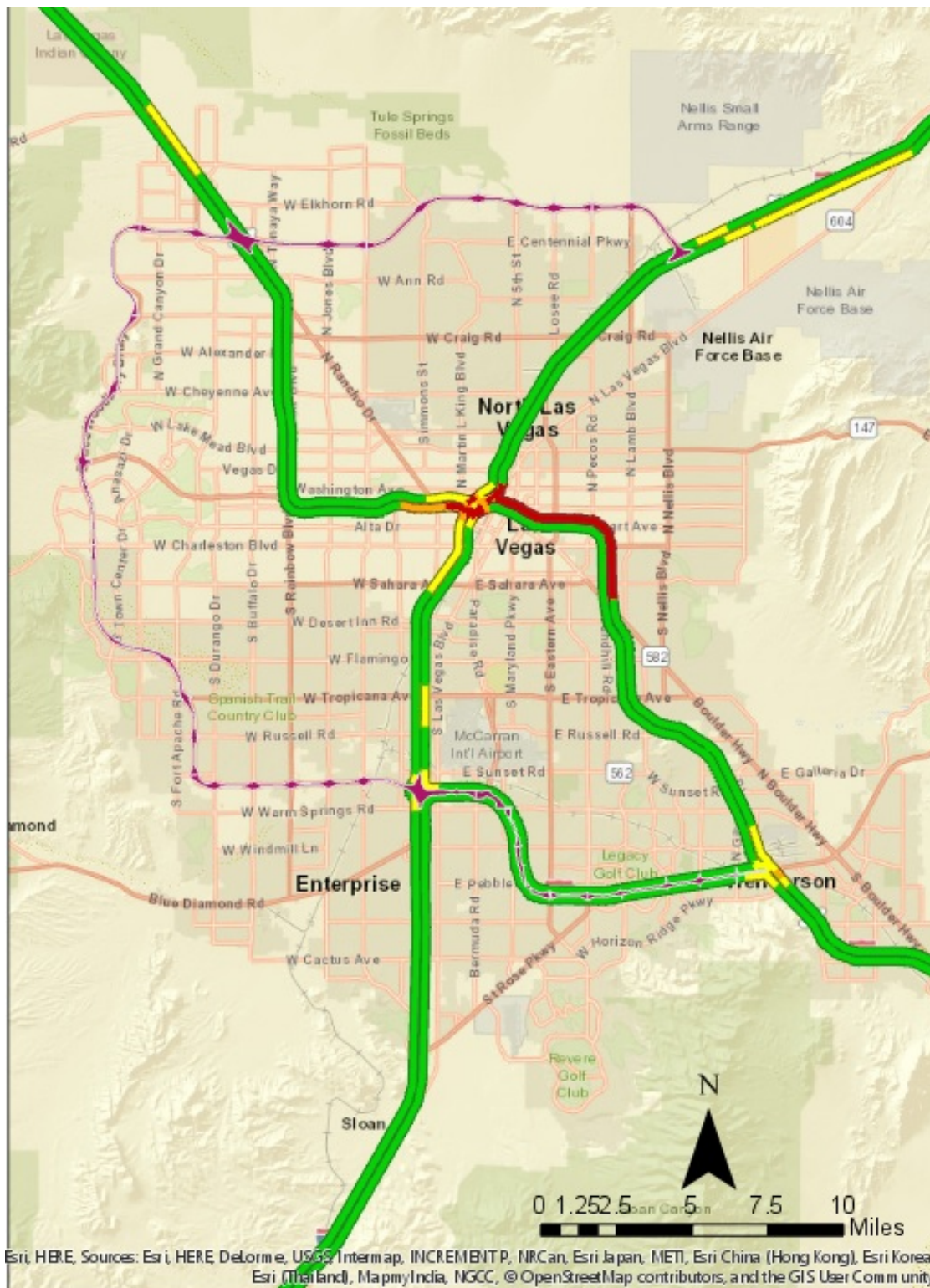
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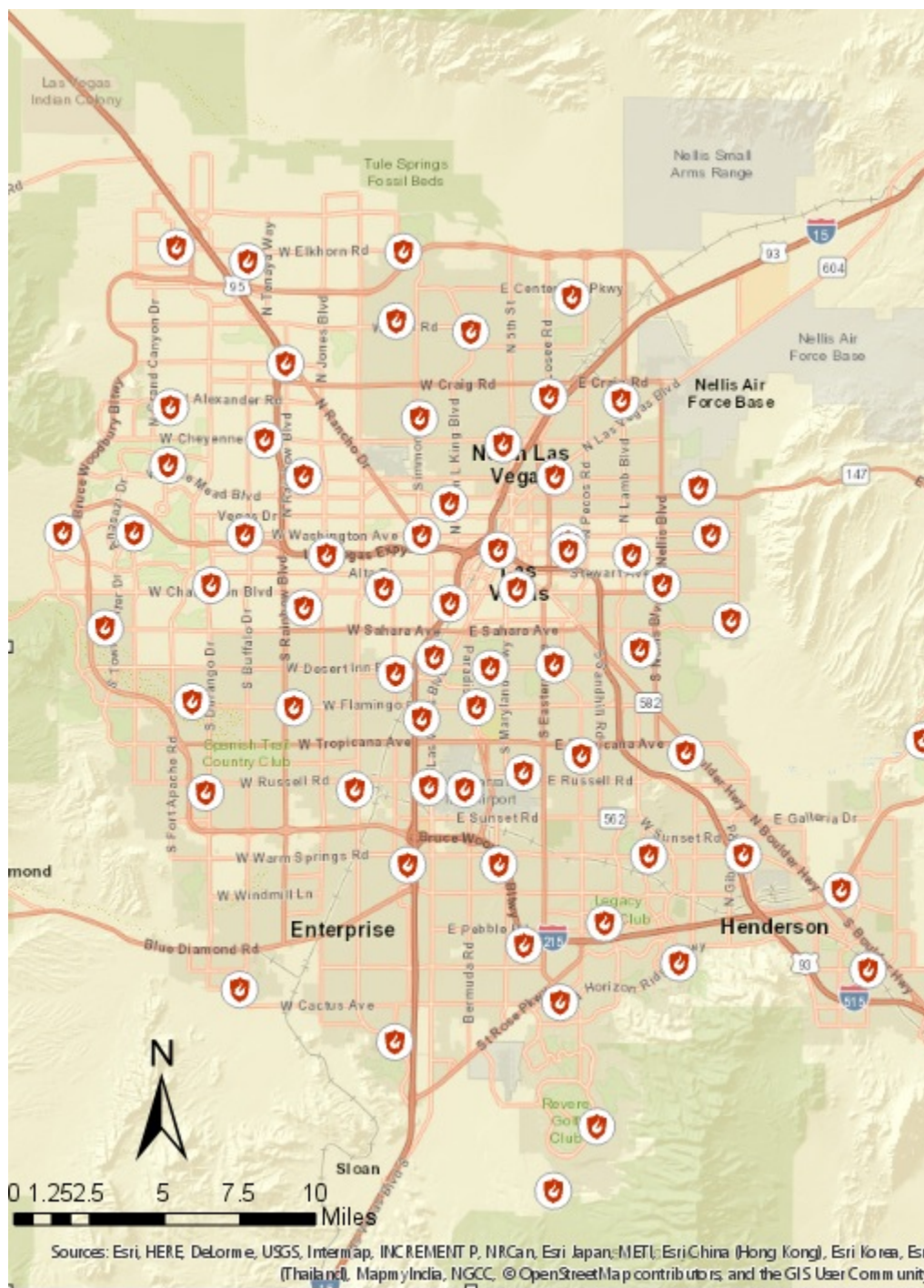
Map of Clark County, Nevada

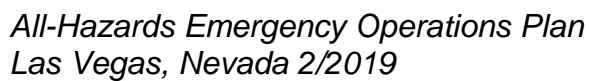


Map of the Las Vegas Metropolitan
Area and Major Highway Routes

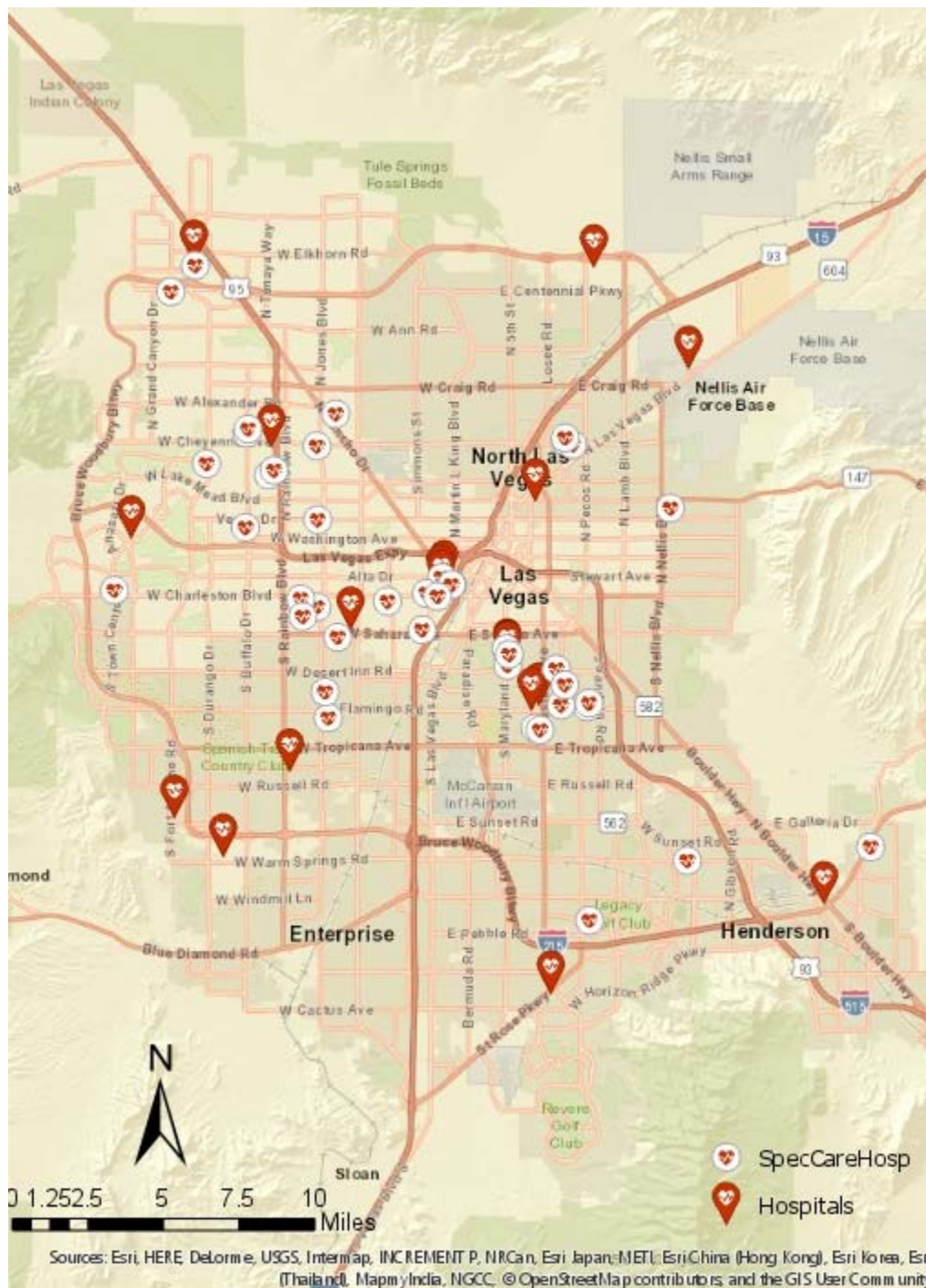


Map of the City of Las Vegas, Nevada
Fire Stations





Map of the City of Las Vegas, Nevada
Hospitals and Special Care Hospitals



VI. Concept of Operations

This plan will be implemented under the general concept that all available local resources will be fully utilized prior to seeking outside assistance. When emergencies occur that exhaust, or are expected to exhaust, the response or management capability of the responding departments, Directors of those departments will notify the City Manager, via the appropriate Deputy City Manager.

If no emergency or disaster is imminent, but conditions suggest an increased probability of one, the City Manager will notify all appropriate departments/agencies with emergency responsibilities that there is a need for a heightened state of readiness. The City Council may also initiate public warning. During periods of heightened readiness, each department/agency will notify all critical personnel (including auxiliary forces, if appropriate), review its emergency procedures and responsibilities, and adjust maintenance and/or purchasing schedules to enhance the availability of necessary materials, supplies, and equipment.

The response phase will be initiated by the City Manager of the City of Las Vegas or other duly delegated and authorized representative of the City Manager. The City Manager will activate the response phase of this plan by directing the activation of the City's Emergency Operations Center (EOC).

The Emergency Management Officer (or designee) will direct operations at the EOC (or other specified command center) on behalf of the City Manager. The Director of each department/agency with emergency response responsibilities will report, or send a designee with decision-making authority, to the EOC to direct agency response operations.

The Director (or designee) of each primary department/agency involved in response operations will:

- Relocate to the City of Las Vegas Emergency Operations Center;
- Maintain control of agency/department personnel, equipment and supplies at all times;
- Use a set of standard operating procedures to fulfill their respective agency's responsibilities;
- Ensure that internal emergency operating procedures designate successors that can assume responsibility during an emergency and under what circumstances the successor's authorities become effective and are terminated.

VII. Emergency Operations Center (EOC) Activation

The City of Las Vegas primary EOC is located in the city's West Service Center, 7551 Sauer Drive, Las Vegas, NV 89128. The back-up EOC is located at the Fire Administration Building, 500 N. Casino Center Boulevard. The Las Vegas Fire Alarm Office (FAO), which is the primary radio communications point for direction and control activities, is also located in this building. ***Note:** During incidents that have countywide impact the City may assign a liaison representative to facilitate a unified command and control operation.

Personnel authorized to activate the Emergency Operations Center (EOC) include:

- Mayor & Council
- City Manager
- Deputy City Manager
- Director, Administrative Services
- Chief Officer, Public Safety
- Fire Chief
- Detention & Enforcement Chief
- Operations & Maintenance Director
- Public Works Director
- Emergency Management Administrator

Security at the EOC, and at any other emergency management or operations location, is the responsibility of the Department of Detention and Enforcement. Detention and Enforcement Deputy Marshals and Municipal Court Marshals will provide security for City Hall, associated facilities, and employees/visitors. At the direction of the EOC Manager, Marshals will assist in securing or relocating families of EOC personnel and provide security escorts for EOC officials and city officials.

The flow of information within the EOC and with county, state, federal, and private agencies is the responsibility of the Emergency Management Administrator, who is also responsible for insuring the continuous readiness of the EOC (especially during periods of increased risk), including the proper functioning of all equipment and the maintenance of a full stock of materials and supplies.

For routine daily operating purposes, the EOC is active at a Level-0. Level-0 means that emergency management staff is monitoring conditions prior to major pre-planned events or in advance of weather conditions which may evolve into hazardous weather situations.

The City's emergency operations center may be activated at any of the following levels or in an escalating fashion as conditions warrant:

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1. **Level-I:** A minor to moderate incident has occurred whereas local resources are adequate and available; or intelligence information suggests an event may be impending. A 'LOCAL EMERGENCY' may or may not be declared. City departments will institute a heightened state of alert. Emergency Management functions will typically operate remotely. Typically the City's EOC will not be formally activated.
2. **Level-II:** A moderate to severe incident whereas local resources are not adequate and mutual aid may be required on a county or statewide basis. A 'LOCAL EMERGENCY' may be declared and a 'STATE OF EMERGENCY' may also be declared. The City's EOC may be activated on a partial staffing basis.
3. **Level-III:** A major disaster or emergency has occurred whereas resources in or near the impacted area are overwhelmed and extensive state and/or federal resources may be required. A 'LOCAL EMERGENCY' will be declared and a 'STATE OF EMERGENCY' may be declared. Further, a 'PRESIDENTIAL DECLARATION OF DISASTER OR EMERGENCY' may also be requested. The City's EOC will be activated and fully staffed.

Minimum staffing for level-II and level-III activation of the EOC will include:

- Emergency Management Administrator
- City Manager, Deputy City Manager or Department Director
- Communications Director (or designee, for public information)
- Detention & Enforcement Director (or designee)
- Fire Chief (or designee)
- Operations & Maintenance Director (or designee)
- Public Works Director (or designee)
- EOC clerical staff (to be provided by participating departments)
- Additional departments and staff as needed to satisfy functional requirements
- Back-up EOC's may be established at other City facilities when the primary EOC is unusable.

VIII. Joint Information Center (JIC)

The City of Las Vegas Department of Communications will establish a Joint Information Center (JIC) and media center to provide timely and accurate press releases to inform the public about the disaster or emergency using a Joint Information System (JIS). The primary JIC is located in the conference room of the Las Vegas City Hall Council Chambers, with the chambers serving as the media center. Refer to Public Affairs Annex.

The City's **Public Information Officer** (or designee) will serve as the official spokesperson issuing press releases on behalf of the Mayor, City Council, and City Manager. Such press releases will serve as the official statements of the City of Las

Vegas. The Mayor, Council Members, and City Manager may also elect to issue statements coordinated by the Public Information Officer (PIO). Intelligence information about the disaster or emergency will be routed from the EOC to the JIC for collection, validation, and public dissemination. PIO personnel from various City departments and supporting agencies will staff the JIC operations. Information relative to law enforcement matters will be reviewed with the appropriate law enforcement agency(s) prior to public release to ensure operational security and investigation integrity.

IX. Organization and Assignment of Responsibilities

The City of Las Vegas recognizes the potential for emergencies and disasters to affect multiple jurisdictions throughout the southern Nevada region. In such instances, close coordination and collaboration with County, State, Federal and other allied agencies will be achieved utilizing a **unified Incident Command System (ICS)** structure as stipulated in the **National Incident Management System (NIMS)**. This management structure is flexible enough to meet the needs imposed by any emergency incident and is particularly useful when involving multiple city departments, government jurisdictions and other agencies or private entities.

The functions of ICS are: command, operations, planning, logistics and finance.

- **Command** is the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency, or delegated authority. Incident command (IC) also contains **Command Staff** positions to manage the safety, public information and liaison functions of an incident.
- **Operations** is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the **Incident Action Plan (IAP)**.
- **Planning** (Information/Planning) is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.
- **Logistics** is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- **Finance** (Finance/Administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

The principle of ICS is that the system provides for various kinds of operations from single jurisdictional responsibility/involvement to multi-jurisdictional responsibility with multi-agency involvement. The system expands in a rapid and

logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs of the situation decrease.

The system has basic common elements in organization, terminology and procedures. Common terminology is the established common titles for organizational functions, resources, and facilities within ICS. Modular organization is the method by which the ICS organizational structure develops, based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the **Incident Commander (IC)**. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units. Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability. Consolidated actions plans identify objectives and strategy determinations made by the IC based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The IAP covers the tactical and support activities required for the operational period.

The manageable span-of-control with ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, hazards and safety factors, experience of the supervisor and subordinates, and communication access between the subordinates and the supervisor are all factors that influence manageable span of control range. The ordinary span-of-control range is between three and seven personnel. Comprehensive resource management is the identification, grouping, assignment and tracking of resources. Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident. Where an agency has jurisdiction over multiple-agency incidents, it shall organize the field response using ICS to provide for coordinated decision-making with emergency response agencies.

An **Area Command** will be established to oversee multiple concurrent incidents or a very complex incident that requires the establishment of multiple ICS organizations. An Area Command is activated to address competition for resources among multiple Incident Command Posts (ICPs) based on the complexity of the incident and incident management span-of-control considerations. Due to the scope of incidents involving Area Commands and the likelihood of cross-jurisdictional operations, Area Commands are frequently established as Unified Area Commands, working under the same principles as a Unified Command.

- **Multi-Agency Coordination System (MACS)**

For extraordinarily large, complex incidents occurring in the City involving numerous agencies and/or jurisdictions a **Multi-Agency Coordination System (MACS)** will be established for coordinating and supporting incident management activities. A combination of City and/or allied agency facilities, equipment, personnel and communications will be integrated to coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies. A MACS may contain one or more EOC, Department Operation Centers (DOCs) and a multi-agency coordination entity.

A **Multi-Agency Coordination Entity** will consist of representative(s) from each involved agency/jurisdiction and, in many instances, may operate within the EOC. Principal functions and responsibilities include ensuring that each agency involved is providing appropriate situational awareness and resource status information; establishing priorities between multiple incidents and/or Area Commands in concert with the unified command; acquiring and allocating resources in concert with the unified command; anticipating and identifying future resource requirements; coordinating and resolving policy issues arising from the incident(s); and providing strategic coordination as required.

- **Department/Agency Responsibilities**

Departments/agencies have been grouped together under Emergency Support Functions (ESF) to delineate responsibilities and to facilitate the provision of response activities. One or more ESFs may be activated to respond to the emergency or disaster, based upon the nature, size, and complexity. The designated primary agency, with the assistance of one or more support agencies, is responsible for managing the activities of the ESF and ensuring that tasked missions are accomplished. Primary agencies have the authority to execute response operations in direct support of the City and will coordinate directly with their functional counterpart at the State and Federal levels.

Department/agency missions, organizational structures, response actions and primary and support agency responsibilities are described in the ESF annexes. Refer to pages ESF A – F.

X. Direction, Control and Coordination

- **Field Response Level**

Field level response involves those resources that are initially utilized for the mitigation of emergencies including law enforcement incidents, fires, medical incidents, hazardous materials incidents, transportation accidents, and other emergencies. Some incidents, particularly those involving hazardous materials

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or natural disasters, can easily escalate to become area-wide emergencies and overwhelm the capabilities of the initial response units. During the initial response, the unified command will be utilized to manage incident resources.

- Local Government Level

The local government level of the emergency management system will consist of management staff from the various city departments. The purpose of the local government level is to provide support and direction to the field response level in three different modes:

1. Decentralized coordination and direction (local EOC not activated).
2. Centralized coordination and decentralized direction (local EOC may be activated).
3. Centralized coordination and direction (local EOC activated).

When the city EOC is activated, communications and coordination shall be established between the IC(s) and the EOC. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems. Communications and coordination shall be established between the city EOC, when activated, and any state or local emergency response agency having jurisdiction at an incident occurring within the city limits. Multi-agency or inter-agency coordination will be used to facilitate decisions for overall emergency response activities.

- County/Regional Level

This level consists of the county and all political subdivisions within the county geographic area. Utilizing unified command, the county/regional level operation is used by the county and other political subdivisions for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's EOC(s) and the local EOC(s) of the political subdivisions.

The county government will typically serve as the lead agency of the county level operation unless another agency within the county assumes that responsibility by written agreement with county government. The lead agency of the county level operation shall:

1. Coordinate information, resources and priorities among the local governments within the county geographical area;
2. Coordinate information, resources and priorities between the state level and the local government level. Coordination of fire and law enforcement

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resources shall be accomplished through their respective mutual aid systems;
and

3. Use multi-agency or inter-agency coordination to facilitate decisions for overall county geographical area emergency response activities.

The county level EOC may be activated when any of the following conditions exists:

1. A local government within the county has activated its EOC and requested activation of the county EOC to support their emergency operations.
2. The city has requested a Governor's proclamation of a state of emergency.
3. Two or more cities within the county have declared a local emergency.
4. The county and one or more cities have declared a local emergency.
5. The county is requesting resources from outside its boundaries and such resources are beyond those accessible for day-to-day operations.
6. A state of emergency is proclaimed by the Governor for the county or two or more cities within the county.

- State Level

The Governor, through the state Division of Emergency Management (DEM), will coordinate statewide operations. The operations may include the provision of mutual aid and support to local jurisdictions and the redirection of essential supplies and other resources as required. The DEM Director, assisted by representatives from state agencies, will constitute the State Emergency Operations Center (SEOC) Staff.

The state level EOC may be activated when either:

1. A county level EOC is activated, or
2. Upon the Governor's proclamation of a state of emergency.

The lead agency for establishment of the state level EOC shall be DEM. When the state level EOC is activated, communications and coordination shall be established with county level EOC(s), the state level EOC(s), and federal emergency response agencies. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems. The state shall use multi-agency or inter-agency coordination to facilitate decisions for overall state level emergency response activities.

- Federal Level

Authority is provided for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety and property. Federal response will mobilize resources and conduct activities to augment state and local response efforts. Any or all of the **Emergency Support Functions (ESF)**, headed by a primary federal agency, may serve as the primary mechanism to assist the State in meeting response requirements in an affected area. Federal assistance will be provided to the State under the overall coordination of the **Federal Coordinating Officer (FCO)** appointed by the Director of the **Federal Emergency Management Agency (FEMA)** on behalf of the President. ESF Primary Agencies will coordinate with the FCO and the affected State to identify specific response requirements and will provide Federal response assistance based on state-identified priorities.

XI. Intelligence/Investigations

The analysis and sharing of information and intelligence are important elements of ICS. Traditionally information and intelligence functions are located within the Planning Section; however, in situations involving sensitive law enforcement and/or homeland security intelligence the IC may need to assign this function to other parts of the ICS organization. The information and intelligence function may be organized in one, or a combination, of the following ways:

- Within the Command Staff. This option may be most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting agency representatives.
- As a Unit within the Planning Section. This option may be most appropriate in an incident with limited need for tactical intelligence.
- As a Branch within the Operations Section. This option may be most appropriate during incidents with a high need for tactical intelligence, particularly classified intelligence, and when law enforcement is a member of the Unified Command. The City will assign Marshals and/or member(s) of the bomb squad with proper security clearance and a “need to know” to support decision-making.
- As a separate General Staff Section. This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive information. This option is particularly relevant to law enforcement-specific and terrorism incident. In such instances the Las Vegas Metropolitan Police Department will be primarily responsible for the Intelligence Section

and the City will assign Marshals and/or member(s) of the bomb squad with proper security clearance and a “need to know” to support decision-making.

XII. Declaration Procedures

When an emergency or disaster is so severe that effective response is beyond the capability of the City of Las Vegas, and State or Federal assistance is needed to supplement city response and recovery efforts, the Mayor/City Council may, upon declaring a state of emergency in the city, request a state of emergency declaration from the Governor of Nevada for the purpose of supporting city efforts.

The following personnel are authorized to declare a major disaster or emergency (LVMC 2.30.020):

- Mayor
- Mayor Pro Tem (in absence of the Mayor)
- Two (2) Council Members (in absence of Mayor Pro Tem)
- City Manager (in absence of two Council Members)
- Fire Chief (in absence of City Manager)
- Las Vegas Metropolitan Police Department Sheriff (for police matters)
- Elected Municipal Court Judges (only in the case of catastrophic loss of entire City Council, in accordance with NRS 239C.260).

If the disaster is so severe that local and State resources are inadequate to effectively handle it, the Governor may request a Presidential Emergency or Disaster Declaration. The procedures are described in the State of Nevada Emergency Management Plan.

The following are standard procedures for declaring a state of emergency. In situations where damage is obviously severe requiring immediate support, the Governor has the option of making a State Disaster Declaration immediately dispatching damage assessment teams.

- Declaration Steps:
 1. Upon declaring an ‘LOCAL EMERGENCY’ or disaster in the City of Las Vegas, the Mayor/City Council may request the Governor to declare a State of Emergency to support local response and recovery efforts. Such requests will be concurrently routed through the Clark County government. The Governor will approve or deny such a request, and the State Division of Emergency Management (DEM) will act on the Governor's behalf to coordinate response and recovery support.

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2. Immediately upon notification of the declared State of Emergency, the DEM Director will coordinate with the Emergency Management Administrator of the City of Las Vegas to arrange for a joint damage assessment of the impacted area.
3. The joint damage assessment will be presented to the Governor with appropriate recommendations for the nature of State support that is needed.

If the Governor finds that the emergency situation is severe enough to exceed the effective response and recovery capabilities of local resources, a 'STATE OF EMERGENCY' will be declared, and the State of Nevada Emergency Plan will be activated in support of local efforts.

4. If the emergency is severe enough to exceed the effective response and recovery capabilities of both local and State resources, the Governor may request a 'PRESIDENTIAL DECLARATION OF DISASTER' to gain additional Federal support.

The sample emergency declarations (contained in the “**Declarations**” tab of this plan) are presented as a suggestive guide to the content and format for resolutions by the City Council or City Manager, declaring a local emergency or disaster and requesting the Governor to declare a state emergency. The content should include a description of the emergency conditions and known damage, a description of actions already taken, and a statement of the extent to which local resources are depleted.

XIII. Termination of Disaster or Emergency

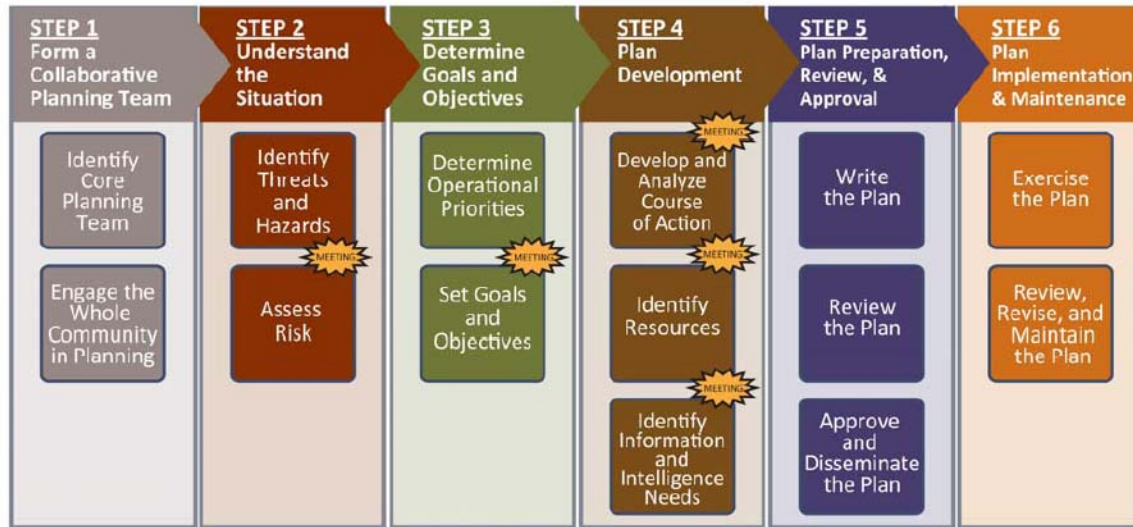
Once the City has determined that emergency response is no longer necessary to save lives or protect property, and when recovery is the primary concern necessary to repair infrastructures and restore normalcy in the community, the disaster or emergency will be terminated through a mayoral proclamation. The termination proclamation will be transmitted to the Governor and concurrently routed through the County. It will be presented to the City Council for ratification during the next regularly scheduled meeting.

XIV. After Action Reports

The City, upon declaring a local emergency for which the Governor proclaims a state of emergency, shall complete and transmit an after action report to DEM after closure of the incident period as determined by the State. The after action report shall, at a minimum, be a review of response actions, suggested modifications to plans and procedures, identified training needs, and recovery activities to date.

XV. Planning, Training and Exercising

Planning activities are conducted as one of the normal day-to-day operations of the government of the City of Las Vegas. The City's Emergency Management Administrator will have the primary responsibility for coordinating and monitoring the emergency planning activities of all Departments and allied agencies utilizing a continuous 6-step process as shown from FEMA's Comprehensive Planning Guide 101 v.2.



Plans must not be placed on a shelf to collect dust. Whenever possible, training and exercises should be conducted to ensure current and new personnel are familiar with the priorities, goals, objectives and courses of action.

Plan reviews will be a recurring activity. In addition to routine reviews and updates to the All-Hazards Emergency Operations Plan, reviews may also occur after the following occurrences:

- A major incident
- A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)
- A formal update of planning guidance or standards
- A change in elected officials
- A change in the city's demographic or hazard or threat profile
- The enactment of new or amended laws or ordinances affecting the plan
- Change to another plan or plans that fundamentally affects the Emergency Operations Plan.

Training activities are conducted periodically to maintain operational readiness and to validate the currency and accuracy of emergency plans. The frequency of training activities varies by department based upon the level of involvement in emergency operations. Council Members, City Management, and Department

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Directors must understand their responsibilities during a disaster or emergency to enable them to make prompt, informed decisions. All City Departments have designated staff assigned to work in the Emergency Operations Center when activated. At a minimum, each designated EOC staff member will have completed the following FEMA training courses:

- Incident Command System 100: Introduction to the Incident Command System
- Incident Command System 200: ICS for Single Resources & Initial Action Incidents
- National Incident Management System (IS-700)
- National Response Framework (IS-800)
- Emergency Operations Center Management and Operations (IS-775)

Exercises are conducted periodically in one or more of the following categories:

- **Seminars** are low-stress training environments generally used to orient participants to, or provide an overview of, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas.
- **Workshops** focus on the development of specific policies, procedures, projects or programs. Organization of attendees into functional groups and use of breakout sessions are common tactics of workshops.
- **Drills** are activities used to test a single specific operation or function. Drills are commonly used to provide training with new equipment or to develop or test new policies or procedures, or to practice and maintain current skills.
- **Tabletop exercises** are informal, in a conference room environment, and are designed to elicit constructive discussion by participants as they attempt to examine the City's emergency policies and then resolve problems based on existing emergency operations plans.
- **Functional exercises** are more complex and are intended to evaluate the capability of one or more functions of the emergency operation plan. The EOC may be activated and the participants practice a coordinated response in a time-pressured emergency simulation.
- **Full-Scale exercises** are the most formal and complex. They involve evaluation of the operational capability of the emergency management systems in an interactive manner over a substantial period of time by adding a field component that interacts with a functional exercise through simulated messages.

XVI. Authorities and References

Las Vegas Municipal Code: Title 2 Administration

Chapter 2.30 Office of Emergency Operations

2.30.010 Purpose.

2.30.020 Definitions.

2.30.030 Proclamation of disaster emergency.

2.30.040 Office of Emergency Management Operations—Created.

2.30.050 Coordinator—Authority.

2.30.060 Reserved.

2.30.070 NRS Sections 414.110 and 414.120 adopted.

2.30.080 Use and cooperation of City services, equipment, supplies and facilities.

2.30.090 Prohibited acts during disaster emergencies.

2.30.100 Violation—Penalty.

2.30.010 Purpose.

The purpose of this Chapter is to:

- (A) Provide for the safety and welfare of the people and the protection of their property within the City in a disaster situation through organized emergency operations; and
- (B) Provide for the coordination of such operation with appropriate public authorities, private persons, business associations and organizations and City agencies having the resources for providing disaster assistance.

(Ord. 3709 § 1 (part), 1993; Ord. 3198 § 2 (part), 1985)

2.30.020 Definitions.

As used in this Chapter, unless the context otherwise requires, the following words shall have the meaning ascribed:

- (A) "Disaster" means a flood, fire of extraordinary proportion, earthquake, storm, epidemic, water supply emergency, actual or threatened riot, serious domestic violence, insurrection, general war or other major calamity.

- (B) "Emergency operations" means planning, preparation for, and carrying out of all emergency functions necessary to prevent, minimize and recover from the effects of a disaster.

(Ord. 3950 § 1, 1996: Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.030 Proclamation of disaster emergency.

- (A) The Mayor, pursuant to the powers granted in Title III, Section 3.010 of the Charter for the City of Las Vegas, shall have the authority to declare a state of disaster emergency by proclamation. Upon the absence or the unavailability of the Mayor, the Mayor Pro Tem shall have the powers and authority granted to the Mayor in this Chapter, and upon the absence or unavailability of the Mayor and the Mayor Pro Tem, the powers are delegated to any two of the remaining members of the City Council. Upon the absence or unavailability of two Council members, the powers are delegated to the City Manager and upon the absence or unavailability of the City Manager, the powers are delegated to the Director of Fire and Rescue.
- (B) The Mayor is authorized and empowered to include in the proclamation any restrictions related to emergency management or for the protection and preservation of life and property that are authorized by the City Charter or State law, and to limit any or all of those restrictions to any area specifically designated or described within the corporate limits of the City for specific hours of the day or night.
- (C) The Mayor shall proclaim the end of such state of disaster emergency or all or any part of the restrictions imposed as soon as circumstances warrant or when directed to do so by the City Council.
- (D) Upon the declaration of a state of disaster emergency, the City Manager shall post a written notice of such declaration upon the special outside City Hall bulletin board, and shall notify by fax, e-mail or telephone no fewer than two newspapers of general circulation within the City, at least three television stations and at least three radio stations broadcasting in Clark County. When practicable, the City

Manager shall also cause the written notice to be published in its entirety, at least four days each week in a newspaper of general circulation in the City until the state of emergency is declared to be terminated.

- (E) Any proclamation made pursuant to this Section must be ratified by the City Council at the next available regular or special meeting of the City Council. Notwithstanding any provision of this Section, no proclamation made hereunder shall be deemed invalid or be deemed to expire by the City Council's failure to convene or to take action concerning the proclamation.

(Ord. 5686 § 1, 2004: Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.040 Office of Emergency Management Operations—Created.

- (A) The Office of Emergency Operations is hereby created.
- (B) The City Manager shall have overall responsibility for the Office of Emergency Operations. The City Manager may designate a Deputy City Manager to act in the City Manager's stead during the absence or unavailability of the City Manager. The City Manager may also appoint an Emergency Management Administrator to be responsible for the day-to-day operation of the Office of Emergency Management.

(Ord. 5686 § 2, 2004: Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.050 Coordinator—Authority.

As may be authorized by the City Manager, the Emergency Management Administrator is authorized and directed to:

- (A) Prepare, maintain and implement an emergency operations plan for the City, in support of and in accordance with Federal, State and County emergency plans and guidance;
- (B) Designate, prepare and implement standard operating procedures for an Emergency Operations Center from which centralized direction and control of the emergency operations may be exercised;

- (C) Establish an Emergency Operations Organization, utilizing City, public and private resources for this purpose;
- (D) Monitor and supervise the Emergency Operations Organization at drills, and train and prepare the organization to affect the purpose of this Chapter;
- (E) Represent the Emergency Operations Organization of the City in all dealings with public or private agencies pertaining to emergency operations, except that the Sheriff of the Las Vegas Metropolitan Police Department will provide such representation in all matters dealing with riot, serious domestic violence, insurrection, or other civil disobedience as provided by provision of the Nevada Revised Statutes; and
- (F) Recommend to the City Council mutual aid agreements with adjoining jurisdictions determined essential to any part of emergency operations.

(Ord. 5686 § 3, 2004: Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.060 Reserved.

Editor's note—

Ord. No. 6172, § 10, adopted December 7, 2011, repealed § 2.30.060, which pertained to management committee created—membership and derived from Ord. No. 3193, 1985; Ord. No. 3709, 1993 and Ord. No. 5686, 2004.

2.30.070 NRS Sections 414.110 and 414.120 adopted.

NRS Sections 414.110, Immunity and Exemption, and 414.120, Limitation of Private Liability, of NRS Chapter 414, Emergency Management, are adopted and incorporated as they pertain to political subdivisions of the State.

(Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.080 Use and cooperation of City services, equipment, supplies and facilities.

For the purposes of this Chapter, the Mayor and the Emergency Management Administrator shall utilize the services, equipment, supplies and facilities of existing departments, officers and agencies of the City to the maximum extent practicable, and the officers and personnel of all such departments are directed to cooperate and extend such services and facilities upon request.

(Ord. No. 6172, § 3, 12-7-11; Ord. 5686 § 5, 2004: Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.090 Prohibited acts during disaster emergencies.

It is unlawful for any person during a disaster emergency:

- (A) To obstruct, hinder or delay any member of the Emergency Operations Organization in the enforcement of any lawful rule or regulation imposed upon him by virtue of this Chapter;
- (B) To violate any provision of any restriction imposed by any proclamation authorized by this Chapter;
- (C) To wear, carry or display, without authority, any means of identification, uniform or clothing of a member of the Emergency Operations Organization or to use any such devices to gain entry into the scene of a disaster emergency or an emergency operations center.

(Ord. 3709 § 1 (part), 1993: Ord. 3198 § 2 (part), 1985)

2.30.100 Violation—Penalty.

The violation of any provision of this Chapter, or of any restriction imposed by proclamation authorized by this Chapter, shall constitute a misdemeanor, punishable by a fine not to exceed one thousand dollars and/or jail not exceeding six months.

(Ord. 3709 § 1 (part), 1993)

Clark County Code - Title 3, Commissions, Boards and Districts

Chapter 3.04 Emergency Management

(Full text may be accessed at:

<http://library.municode.com/index.aspx?clientId=16214&stateId=28&stateName=Nevada>)

- 3.04.010 - Definitions—Chapter purpose.
- 3.04.020 - Establishment.
- 3.04.030 - Coordination team—Created—Membership—Officers.
- 3.04.040 - Powers and responsibilities generally.
- 3.04.050 - Governing body—Designated—Powers and Duties.
- 3.04.060 - Emergency powers.
- 3.04.070 - Coordinator.
- 3.04.090 - Emergency resources management board.
- 3.04.100 - Emergency economic stabilization board.
- 3.04.110 - Assistance to emergency resources management and emergency economic stabilization boards.
- 3.04.120 - Gifts, grants or loans.
- 3.04.130 - Performance of state-assigned duties.
- 3.04.160 - Compliance with state statutes.
- 3.04.200 - Purposes of post disaster organization.
- 3.04.210 - Definitions.
- 3.04.220 - Clark County recovery organization.
- 3.04.230 - Recovery plan.
- 3.04.240 - General recovery organization provisions.
- 3.04.250 - Temporary regulations.
- 3.04.260 - Demolition of damaged historic buildings.
- 3.04.270 - Temporary and permanent housing.
- 3.04.280 - Recovery and reconstruction strategy.

Nevada Revised Statute

Chapter 414 - Emergency Management

(Full text may be accessed at: <http://www.leg.state.nv.us/NRS/NRS-414.html#NRS414Sec110>)

General Provisions

NRS 414.020	Policy and purpose.
NRS 414.030	Definitions.
NRS 414.031	“Board” defined.
NRS 414.0313	“Broadcaster” defined.
NRS 414.0315	“Chief” defined.
NRS 414.032	“Committee” defined.
NRS 414.033	“Coordinator” defined.
NRS 414.0335	“Disaster” defined.
NRS 414.0345	“Emergency” defined.
NRS 414.035	“Emergency management” defined.
NRS 414.0355	“Firearm” defined.
NRS 414.0357	“First response broadcaster” defined.
NRS 414.036	“Local organization for emergency management” defined.
NRS 414.037	“Mobile support unit” defined.
NRS 414.038	“Political subdivision” defined.
NRS 414.040	Division of Emergency Management: Creation; Chief; powers and duties.
NRS 414.060	Powers and duties of Governor.
NRS 414.070	Additional powers of Governor during emergency or disaster.
NRS 414.080	Mobile support unit.
NRS 414.090	Local organization for emergency management; powers of political subdivision in event of emergency or disaster.
NRS 414.095	Emergency management plan must address needs of persons with pets, service animals or service animals in training.
NRS 414.097	Emergency management plans must include provision ensuring person is evacuated, transported and sheltered together with his or her service animal.
NRS 414.100	Agreements for reciprocal aid.
NRS 414.110	Immunity and exemption.
NRS 414.120	Limitation on liability of private persons.
NRS 414.130	Appropriations; acceptance of services, gifts, grants and loans.
NRS 414.135	Emergency Assistance Account: Creation; administration by Division of Emergency Management; expenditures; report; regulations.
NRS 414.140	Utilization of existing services and facilities.

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NRS 414.150	Person serving in organization for emergency management: Prohibited advocacy; subversive acts; oath.
NRS 414.155	Limitations on emergency powers relating to firearms.
NRS 414.160	Enforcement of orders and regulations.

Search and Rescue

NRS 414.170	Board of Search and Rescue: Creation; members; terms.
NRS 414.180	Board of Search and Rescue: Duties.
NRS 414.190	Board of Search and Rescue: Regulations.
NRS 414.200	Coordinator of Search and Rescue: Appointment.
NRS 414.210	Coordinator of Search and Rescue: Duties.
NRS 414.220	Committee on Training in Search and Rescue: Creation; members.
NRS 414.230	Committee on Training in Search and Rescue: Duties.
NRS 414.240	Committee on Training in Search and Rescue: Regulations.
NRS 414.250	Membership in volunteer search and rescue or reserve unit of sheriff's department or Civil Air Patrol: Disclosure by employee or prospective employee required; notice of employer's refusal to allow participation during working hours.
NRS 414.260	Membership in volunteer search and rescue or reserve unit of sheriff's department or Civil Air Patrol: Discharge of employee for membership prohibited; exceptions; civil remedy.

State Disaster Identification Team

NRS 414.270	Establishment; assignment and activation of members.
NRS 414.280	Duties.
NRS 414.290	Access to certain records and information when carrying out duties.
NRS 414.300	Regulations.

Broadcasters and Emergency Broadcasters

NRS 414.310	Broadcasters: Development of plans for emergency response.
NRS 414.320	Training and certification of first response broadcasters; requirements for training programs; state and local governmental agencies required to allow first response broadcasters access to areas affected by emergency or disaster for certain purposes.
NRS 414.330	Priority for distribution of equipment, supplies or facilities in area affected by emergency or disaster.

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NRS 414.340 Confiscation of equipment, supplies or facilities from
broadcaster or emergency broadcaster.

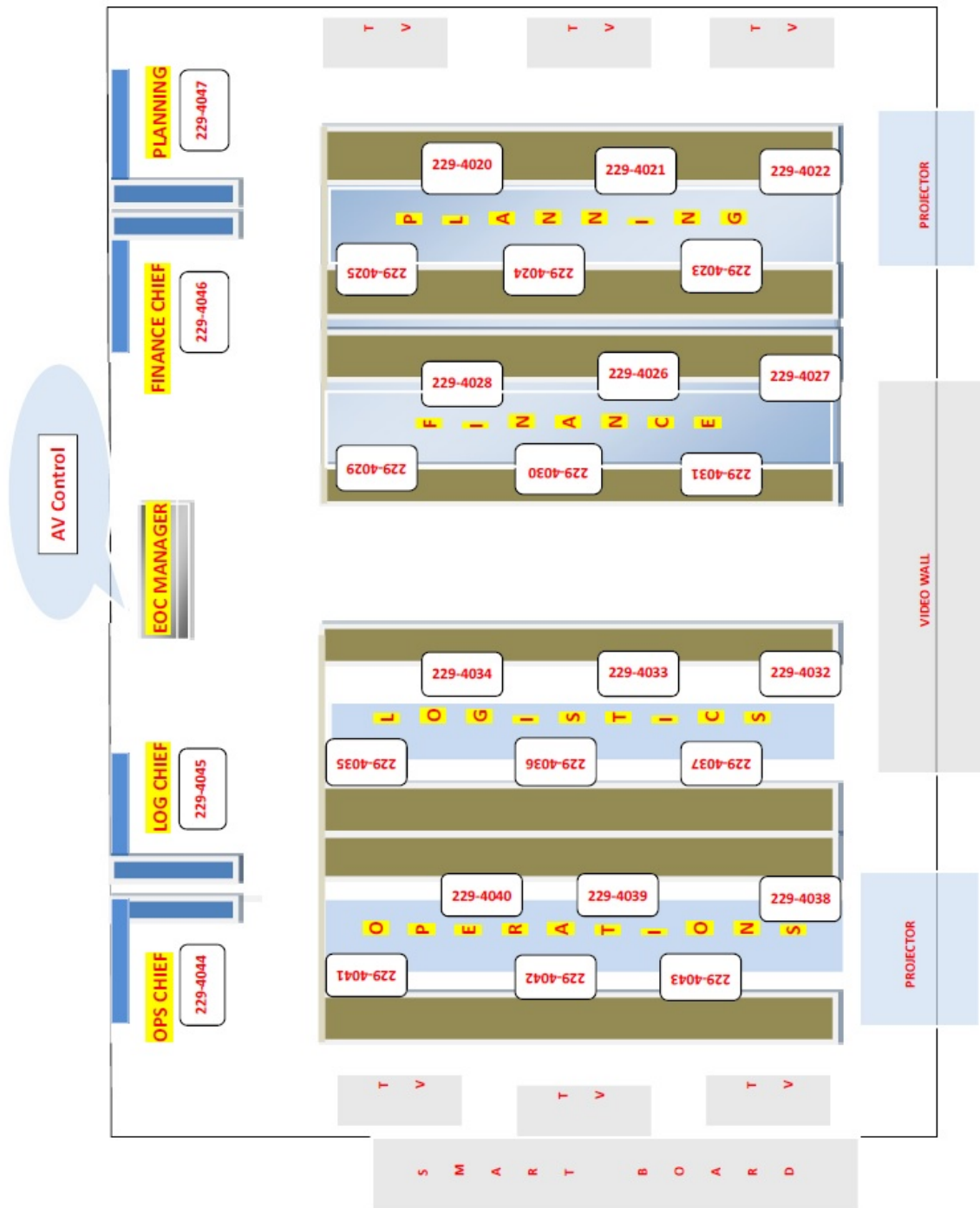
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Federal Emergency Management Agency (FEMA). 2010. *Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101 Version 2.0*. Washington, DC: FEMA.

Nevada Division of Emergency Management (NDEM). 2012. *Emergency Operations Planning Guide*. Carson City, NV: NDEM.

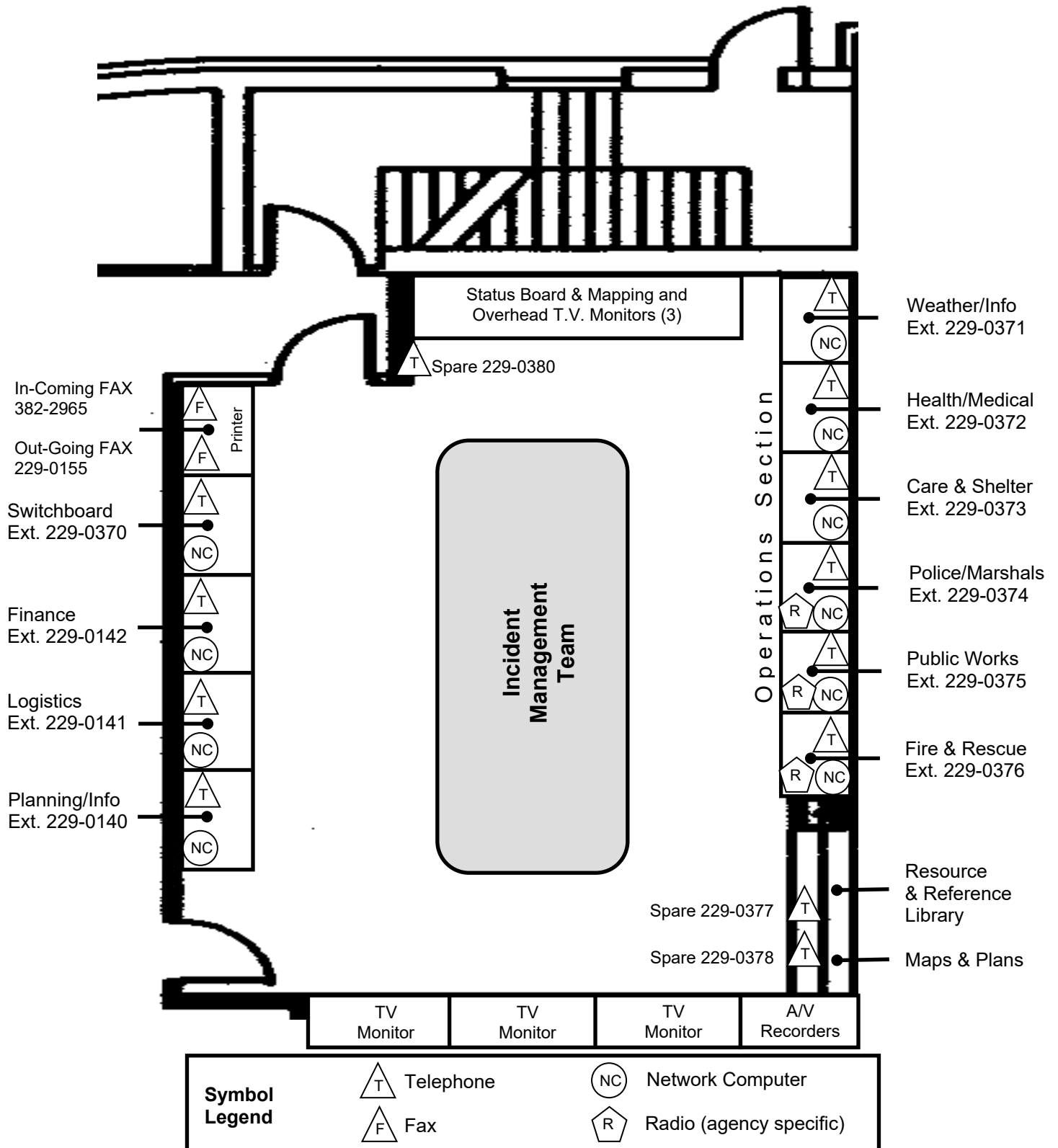
Federal Emergency Management Agency (FEMA). 2013. *Homeland Security Exercise and Evaluation Program (HSEEP)* Washington, DC: FEMA

**Primary Emergency Operations Center (EOC)
7551 Sauer Dr., Las Vegas, NV 89128**

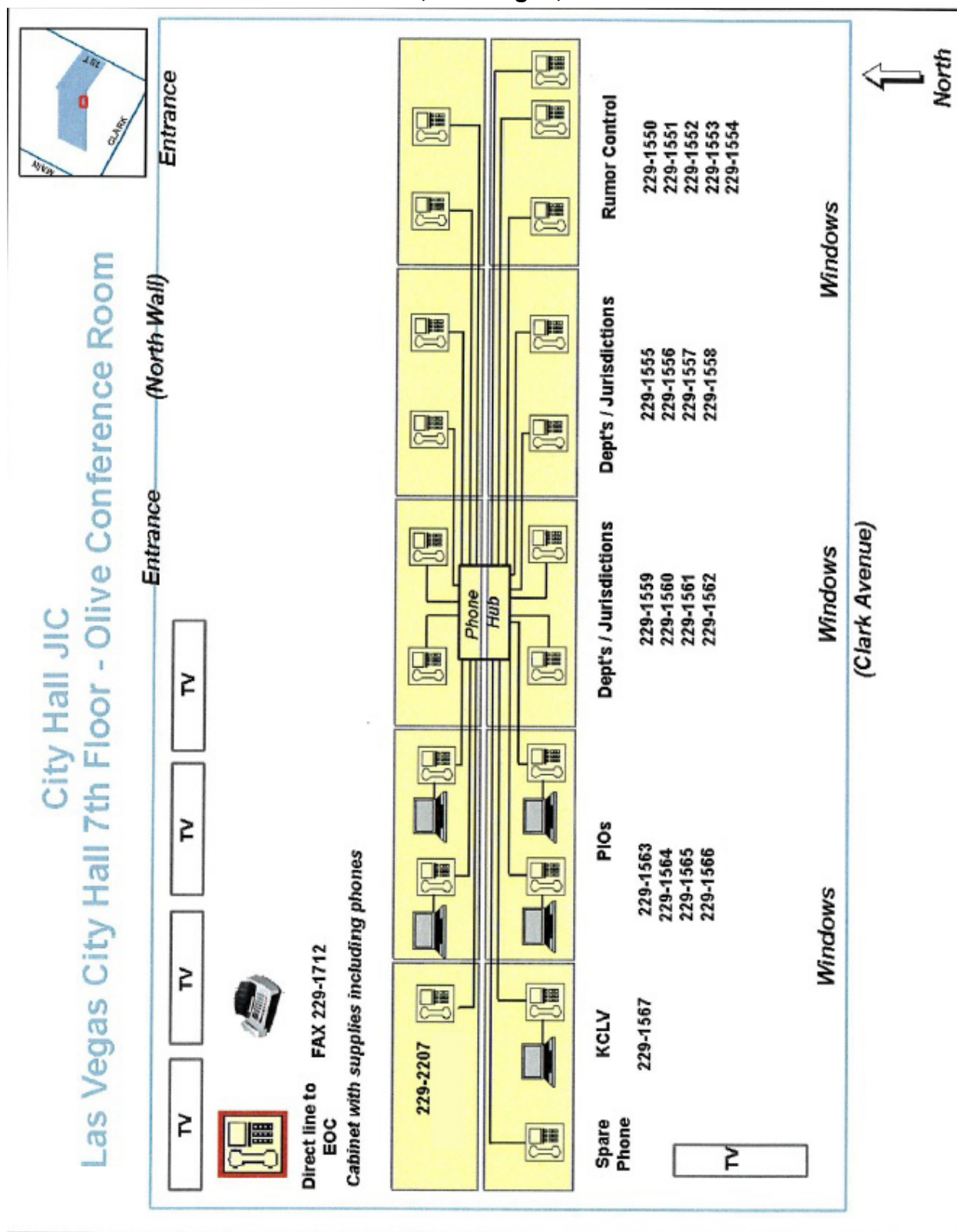


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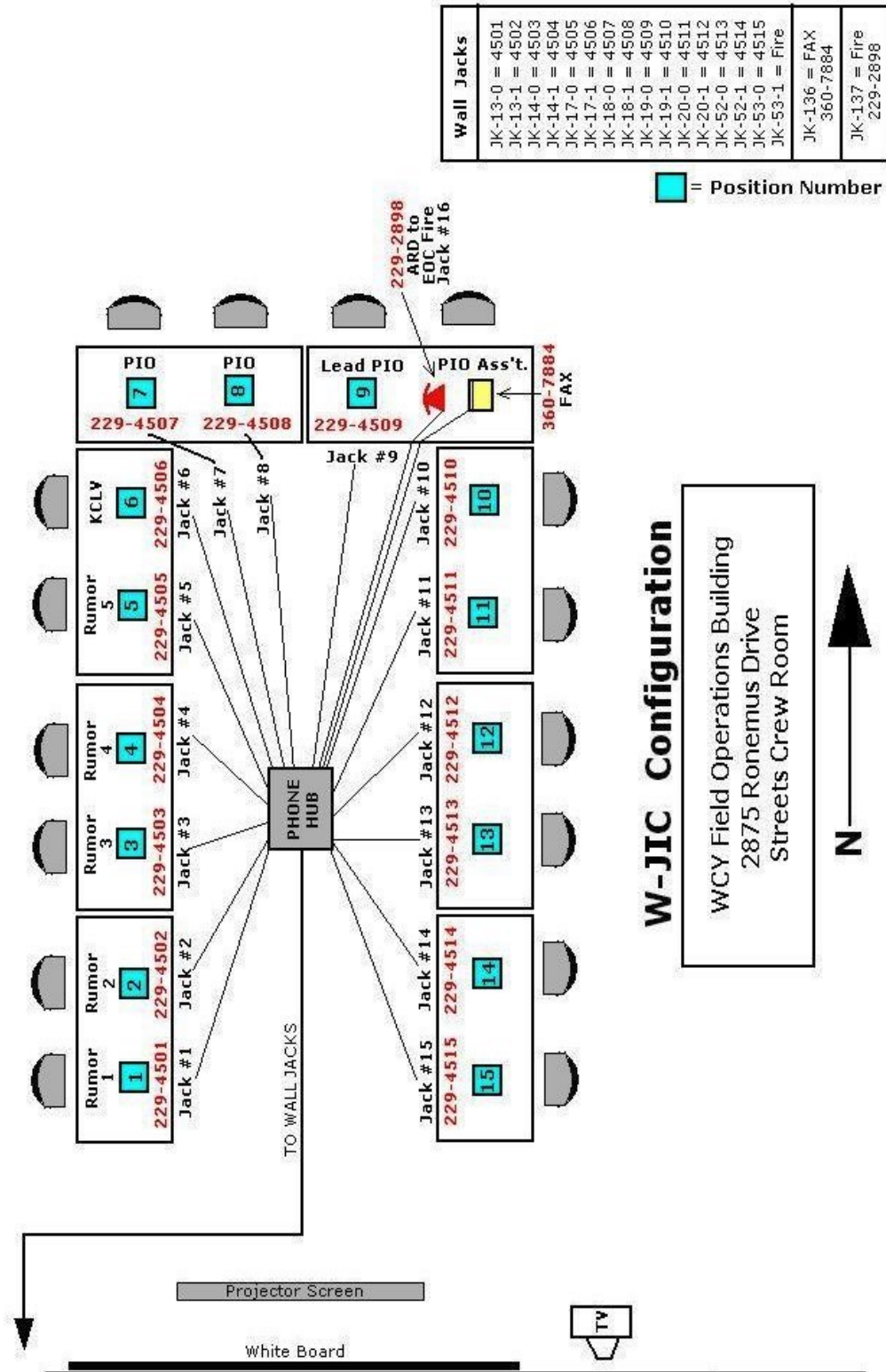
**Back-Up Emergency Operations Center (EOC)
First Floor (Fire & Rescue Headquarters)**



Primary Press Conference/Media Center
495 S. Main Street, Las Vegas, NV 89101



**Back-Up Press Conference/Media Center
2870 Ronemus, Las Vegas, NV 89128**



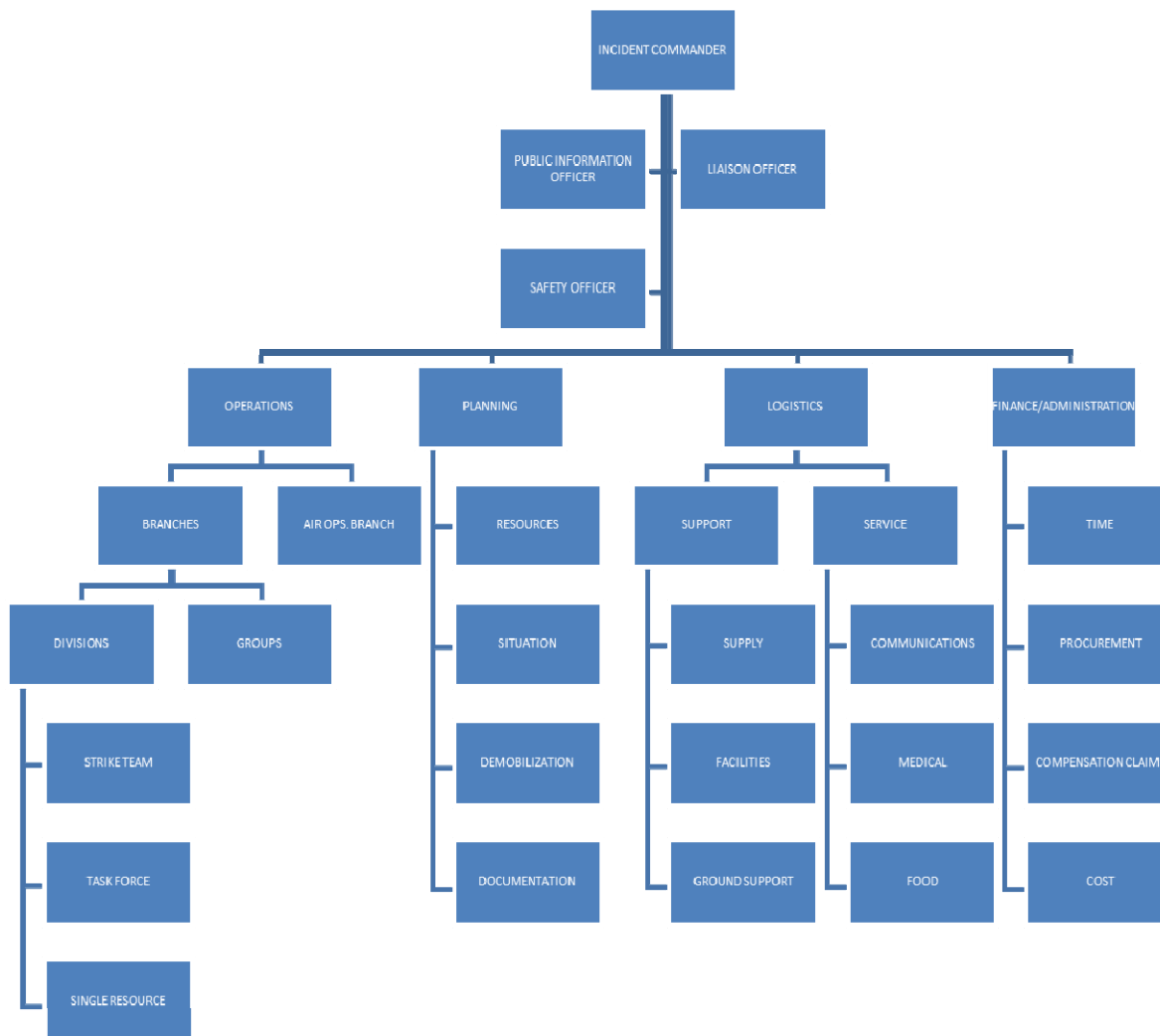
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Emergency Support Functions Defined

ESF	Function	Responsibilities
1	Transportation	Coordinate transportation support to government entities, voluntary organizations and public/private corporations involved in response activities.
2	Telecommunications & Information Technologies	Assure telephone, radio communications and computer systems capabilities to support response efforts.
3	Public Works & Engineering	Provide Public Works and Engineering support to response agencies. Conduct infrastructure repairs.
4	Firefighting	Detect and suppress urban, rural and wild land fires
5	Emergency Management	Collect, process and disseminate information about potential or actual disaster or emergency condition. Coordinate the overall activities of the city in providing response activities to the affected area.
6	Mass Care/Shelter	Coordinate the efforts to provide emergency food, clothing and shelter. Coordinates with ESF-11 for food.
7	Logistics Management & Resource Support	Provide logistical support in identifying, procuring and delivering equipment and supplies necessary to support response activities.
8	Health & Medical Services	Provide coordinated support in response to public health and medical & mental care needs.
9	Urban Search & Rescue	Locate lost persons and victims trapped in collapsed structures, or other spaces, and provide immediate medical care.
10	Hazardous Materials	Response to actual or potential discharge and/or release of hazardous, toxic or waste materials.
11	Agriculture & Food	Identify, secure and arrange for the transportation of foodstuffs to the affected areas, shelters and/or evacuation centers. Also provides animal care services.
12	Energy	Facilitate restoration of energy systems following a disaster or significant event.
13	Public Safety Law Enforcement	Provide law enforcement activities in affected areas, and security protection for responding agencies.
14	Community Recovery	Provide short & long-term recovery assistance to affected areas of the community, assess damage, assess economic impact assessment, conduct mitigation analysis and implement risk reduction programs.
15	Emergency Public Info	Provide emergency public information and coordinate media affairs through a Joint Information Center (JIC).

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EOC Organization Chart & Responsibilities



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1. **Primary Department/Agency:** Responsible for the management of all or part of the assigned Emergency Support Function.
2. **Support Department/Agency:** Responsible for providing support to Primary Department/Agency

ESF Responsibilities – City Departments															
EMERGENCY SUPPORT FUNCTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
EMERGENCY SUPPORT FUNCTION ⇒ ----- DEPARTMENT (P) PRIMARY ↓ (S) SUPPORT	Transportation	Telecomm & Info Tech	PW & Engineering	Firefighting	Emergency Management	Mass Care/Shelter	Resource Support	Public Health & Medical Services	Urban Search & Rescue	Hazardous Materials	Agriculture & Food	Energy	Public Safety Law Enforcement	Community Recovery	Emergency Public Information
Administrative Services	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S
Building & Safety			S	S	S		S							S	S
City Attorney	S		S		S	S	S	S					S		S
City Auditor					S		S							S	S
City Clerk					S										S
Communications					S	S		S		S	S	S	S	S	P
Community Services					S	S					S		S	S	S
Cultural Affairs					S	S									S
Economic & Urban Dev.			S		S								S	P	S
Finance	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S
Fire & Rescue		P	S	P	S	S	S	P	P	P			S		S
Human Resources					S	S	S								
Information Technologies	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S
Municipal Court	S	S			S	S							S	S	S
Operations & Maintenance	P		P		S	S	S		S	S		P	S	P	S
Parks & Recreation					S	P	S	S		S	P			S	S
Planning			S		S									S	S
Public Safety					S	S		S		S	P	S	S	S	S
Public Works	P		P		S		S		S	S		P	S	S	S
Youth Dev & Social Innov					S									P	S

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ESF Responsibilities – Local Government Agencies															
EMERGENCY SUPPORT FUNCTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
EMERGENCY SUPPORT FUNCTION ⇒ ----- DEPARTMENT /AGENCY (P) PRIMARY ↓ (S) SUPPORT	Transportation	Telecomm & Info Tech	PW & Engineering	Firefighting	Emergency Management	Mass Care/Shelter	Resource Support	Public Health & Medical Services	Urban Search & Rescue	Hazardous Materials	Agriculture & Food	Energy	Public Safety Law Enforcement	Community Recovery	Emergency Public Info
Las Vegas Metropolitan Police	S	S		S	S	S	S	S	S	S			P		S
Regional Transportation Commission	P				S	S	S							S	S
Clark County Coroner					S		S	S							S
Southern NV Health District					S	S	S	P		S	S			S	S
Clark County School District	S				S	S	S			S	S		S		S
Clark County Regional Flood Control District			S		S		S							S	S
Las Vegas Valley Water			S	S	S		S				S			S	S

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ESF Responsibilities – Volunteer Agencies															
EMERGENCY SUPPORT FUNCTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
EMERGENCY SUPPORT FUNCTION ⇒ ----- DEPARTMENT /AGENCY (P) PRIMARY ↓ (S) SUPPORT	Transportation	Telecommunication	PW & Engineering	Firefighting	Emergency Management	Mass Care/Shelter	Resource Support	Public Health & Medical Services	Urban Search & Rescue	Hazardous Materials	Agriculture/Food	Energy	Public Safety Law Enforcement	Community Recovery	Emergency Public Info
American Red Cross				S	S	P	S	S			S			S	S
Community Emergency Response Team (CERT)									S					S	
Radio Amateur Civil Emergency Services (RACES)		S		S	S		S							S	S
Southern Nevada Volunteer Organizations Active in Disaster (VOAD)				S	S	S	S				S		S	S	S

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ESF Responsibilities – Public/Private Industry															
EMERGENCY SUPPORT FUNCTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
EMERGENCY SUPPORT FUNCTION ⇒ ----- DEPARTMENT /AGENCY (P) PRIMARY ↓ (S) SUPPORT	Transportation	Telecommunication	PW & Engineering	Firefighting	Emergency Management	Mass Care/Shelter	Resource Support	Public Health & Medical Services	Urban Search & Rescue	Hazardous Materials	Agriculture/Food	Energy	Public Safety Law Enforcement	Community Recovery	Emergency Public Info
Ambulance Services				S	S	S	S	S	S				S		S
Cox Communications		P			S		S							S	S
Las Vegas Convention Center & Visitor's Authority					S	S	S				S			S	S
NV Energy			S	S	S		S					P		S	S
Republic Services (Debris)			S		S		S							S	S
Southwest Gas			S	S	S		S			S		S		S	S
Telecommunications Providers		P			S		S							S	S

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Note: This table depicts Emergency Support Functions (ESF) that will likely be activated during the specified type of emergency. The actual ESF's activated/deactivated may vary based upon presenting conditions.

ESF Deployment by Type of Emergency/Disaster															
EMERGENCY SUPPORT FUNCTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
EMERGENCY SUPPORT FUNCTION ⇒ ----- TYPE OF EMERGENCY OR DISASTER ↓	Transportation	Telecommunications	PW & Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health & Medical Services	Urban Search & Rescue	Hazardous Materials	Agriculture/Food	Energy	Public Safety Law Enforcement	Community Recovery	Emergency Public Info
Avalanche/Landslide	✓			✓	✓		✓		✓				✓	✓	✓
Bomb Threat/Explosion	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓
Civil Disorder	✓	✓		✓	✓			✓					✓	✓	✓
Drought/Water Supply Shortage			✓		✓		✓	✓			✓	✓		✓	✓
Earthquake	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fire				✓	✓	✓	✓		✓				✓	✓	✓
Flooding	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Fuel & Utility Shortages/Outages	✓	✓	✓		✓	✓	✓	✓			✓	✓		✓	✓
Hazardous Material Incident	✓			✓	✓	✓	✓	✓		✓			✓	✓	✓
Radiological Incident	✓				✓	✓	✓	✓		✓			✓	✓	✓
Severe Weather	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Terrorism/WMD Incident	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tornado	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transportation Incident	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Violence, School – Workplace		✓			✓	✓	✓	✓					✓	✓	✓
Volcanic Eruptions/Fallout	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Other Emergencies/Disasters	*Deployment of Appropriate ESF(s) to Mitigate the Presenting Situation(s)*														

Emergency Support Function #1

Transportation Annex

Definition: To assist all response agencies, requiring transportation capacity during an emergency or EOC activation. Coordinate transportation support to government entities, voluntary organizations and public/private corporations involved in response activities.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support in the coordination of identifying impacted transportation routes	Gather information from field responders and report to EOC	Emergency Management Administrator, Emergency Management Officer, EM Management Analyst(s)
Provide support in the coordination to critical facilities and impacted areas if alternate routes cannot be identified.	Ensure updated SITREPS to EOC	Emergency Management Administrator and Emergency Management Officer
Provide maps of routes and critical facilities to response agencies.	Gather data and build maps using GIS software.	EM Management Analyst(s)

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Work with Operations and Maintenance and Public Works to prepare, review and/or monitor compliance with various contracts and/or interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identify appropriate agreements are in place, and compliance is maintained to provide appropriate support during response and recovery operations.	City Attorney Staff
Maintain records and reports related to Department activities.	Document Department emergency support activities as necessary to maximize cost recovery.	City Attorney Staff

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure transportation assets, including the negotiation of rental/lease agreements, procurement of vehicle maintenance services and operating requirements such as fueling services	Issue and track purchase orders	Purchasing & Contracts Manager and designee(s)

Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Finance Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Determine systems in need of IT support. Work with transportation agencies to restore service to systems and infrastructure.	IT Director; IT Staff
Provide geospatial support and analysis capabilities as required to support the incident	Provide, receive and compile GIS datasets from internal and external sources for display and analysis; Work with partner agencies to facilitate GIS data sharing from both public and private sources	Sr. GIS Analyst

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide information to the EOC regarding access to facilities and/or onsite damage/impact assessment	Establish contact and coordinate with EOC and/or ICP	Criminal Division Chief, Marshal Lieutenant or designee
Transport key personnel, including judiciary, and/or records including support for ad hoc courtroom locations	Establish contact/ coordinate with EOC and/or ICP. Follow directives of Court Administrator in coordination with EOC and/or ICP.	Criminal Division Chief, Marshal Lieutenant or designee

Operations & Maintenance Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Implement emergency functions to include traffic control if requested.	Conduct road closures and detours	Streets Manager

Identify and supervise emergency vehicle staging areas.	Assign supervisor for East and West Yard locations. Maintain facility access (comply with security standards).	Deputy Director
Assess impacted transportation routes and identify alternative routes for emergency response vehicles.	Inform the EOC of impacted and alternate routes.	Deputy Director
Initiate emergency repairs to allow for response to critical facilities and impacted areas if alternate routes cannot be identified.	Jointly with Department of Public Works, identify routes and initiate repairs of traffic signals, lights and signage. Deploy barricades for traffic management as needed.	Streets Manager
Maintain agency and vendor lists of vehicle and equipment availability.	Track city vehicles deployed for emergency operations	Fleet Manager
Track fuel usage by LVMPD per the MOU dated 22 June 2009	Track usage using ICS Log 214	Fleet Manager

Public Works Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Implement emergency functions to include traffic control if requested.	Temporary Traffic Control	Assistant City Traffic Engineer
	Put Contractor on notice	Assistant City Traffic Engineer
	Mobilize temporary traffic control	Assistant City Traffic Manager
	Manage system signal operations	Assistant City Traffic Engineer, Assistant Traffic Manager
Identify and supervise emergency vehicle staging areas.	Develop traffic control plan	Assistant City Traffic Engineer with Assistant Traffic Manager
Assess impacted transportation routes and identify alternative routes for emergency response vehicles. Inform the EOC accordingly.	Develop traffic control plan	Assistant City Traffic Engineer
Initiate emergency repairs to allow for response to critical facilities and impacted areas if alternate routes can't be identified.	Jointly with Operations & Maintenance, identify routes and initiate repairs of traffic signals, lights and signage	Assistant Traffic Manager

Emergency Support Function #2

Telecommunications & Information Technologies Annex

Definition: To coordinate necessary telecommunications and radio support to local disaster response agencies during an emergency or an EOC activation. Assure telephone, radio communications and computer systems capabilities to support response efforts.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Determine extent of communications problems, timeline for corrections and alternate means of communications	Centralize communications infrastructure information into SITREPs	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
Support Information Technologies (IT) for network access and connectivity	Ensure EOC Server Room is accessible.	Emergency Management Officer; EM Management Analyst(s)
	Ensure shelters and critical facilities maintain public and private internet connectivity	
	Ensure backup systems are in place and functioning.	
Coordinate activities of amateur radio organizations	Serve as liaison to responding voluntary organizations	Emergency Management Officer; EM Management Analyst(s)
Develop and maintain procedures for activating, staffing and operating communications within the EOC, including ENS	Maintain staff contact information in database	Emergency Management Administrator, Emergency Management Officer; Administrative Secretary; EM Management Analyst(s)
	Establish call-out procedures, report for procedures	
	Ensure EOC is equipped with functioning communications equipment.	
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal/external sources, display and analysis.	EM Management Analyst(s)
	Facilitate GIS data sharing.	

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Establish, maintain and manage emergency telecommunications and situation status reports, as mandated by the combined communications center Manual of Operations	Coordinate interoperable communications with participating agencies Assure continuity of communications Gather and document emergency scene situational status	Chief of Communications or designee
Provide technical support, maintenance and repair of Fire Rescue telecommunications systems	Maintain performance level of Fire and Rescue telecommunication systems	Chief of Communications or designee

Information Technologies Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services wherever feasible. Periodically test all applications.	IT Director or designee

Provide support as requested by the Fire Alarm Office to ensure communication and technological infrastructure capabilities	<p>Coordinate with ESF #5 and ESF #7 primary agencies to provide telephone, Internet, radio and Intranet capabilities among local first responders, airport dispatch and other transportation providers.</p> <p>Notify mutual-aid partners and vendors of incident and related communication challenges.</p>	IT Manager
Coordinate the assessment of telecommunications systems integrity during and after a disaster or emergency	Evaluate equipment needs and ensure emergency equipment is in place and functional	IT Manager
Establish emergency communications protocol, including the assignment or reassignment of existing communications equipment	Ensure all communications functionality is in place and activate backup facilities if necessary	IT Manager
Establish telephone and intra/internet communications capability between emergency response departments, as able, based on availability and infrastructure integrity	Maintain voice and data communications systems prior to, during and following disaster and other emergencies	IT Manager
Operate and maintain city-wide telecommunications systems	Maintain voice and data communications systems prior to, during and following disaster and other emergencies	IT Manager
Provide support assistance within technical capabilities to EOC/JIC operations	Work with Emergency Manager and staff and Office of Communications to ensure all technical needs are being met at EOC/JIC	IT Manager
Provide geospatial support and analysis capabilities as required	Provide, receive and compile GIS datasets from internal/external sources display/analysis; Facilitate GIS data sharing	Sr. GIS Analyst

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support services to Municipal Court and other City Departments	Help move/set up computer equipment. Troubleshoot/install hardware. Provide general tech support. Assist with extraction of data from backup sources. Identify technical issues. Work with IT in providing assistance.	Municipal Court IS Unit

Emergency Support Function #3

Public Works/Engineering Annex

Definition: To provide public works assistance, technical advice, infrastructural and engineering needs during an emergency or an EOC activation. Provide Public Works and Engineering support to response agencies. Conduct infrastructure repairs.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Furnish resources to support the Public Works and Engineering functions and missions.	Receive, process and implement resource request orders through EOC	Emergency Management Administrator; Emergency Management Officer
Furnish sustainability resources to support retrofit and reconstruction efforts	Assist Public Works and Building & Safety in identifying sustainable reconstruction and retrofitting of damaged interior/exterior buildings, and infrastructure	Chief of Staff; Deputy Director; Administrative Officer; EM Management Analysts; Technician Specialist
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal/external sources, display and analysis.	EM Management Analyst(s)
	Facilitate GIS data sharing.	

Building and Safety: Support

RESPONSIBILITIES	TASKS	WHO
Establish and maintain agreements with professional and non-profit organizations that can assist in conducting preliminary damage assessments	Research existing agreements with engineering, architectural, and inspection organizations; establish new agreements if needed.	Director; Permits Manager; Inspections Manager
Provide expertise to property owners and government entities needing to make temporary repairs to structures	Coordinate with Public Works and Operations & Maintenance to assess damage and coordinate repairs	Inspections Manager; Permits Manager
Conduct emergency damage assessment on facilities suitable for use as mass care shelters and those identified as potential providers of food and/or logistic supplies	Coordinate with Public Works to establish and field Damage Assessment Teams and provide assessments of such facilities. (See Appendices G & H)	Inspections Manager; Permits Manager; Neighborhood Response Manager
Support the effort in conducting a rapid damage assessment of structures and infrastructure impacted by the disaster	Coordinate with Public Works and other associated departments to establish and field Damage Assessment Teams for right-of-way infrastructure and private property. (See Appendices G & H)	Inspections Manager; Inspections Supervisors, Combination Inspectors, Construction Inspectors, Permits Manager; Plans Examiners, Project Engineers

Complete a comprehensive damage assessment as required by FEMA or the U.S. Small Business Administration	Compile and provide damage assessment reports to the EOC.	Sr. Management Analyst
Assist in identification of damaged roads, buildings and other infrastructure	Coordinate with Public Works to establish and field Damage Assessment Teams. (See Appendices G & H)	Inspections Manager; Code Enforcement Manager, Code Enforcement Officers

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the City's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure City complies with all federal, state and local laws to maximize community recovery and minimize liability exposure.	City Attorney Staff; Litigations
Work with Operations and Maintenance and Public Works to prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identified appropriate agreements are in place and compliance is maintained to provide appropriate support during response and recovery operations.	City Attorney Staff; Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost recovery.	City Attorney Staff; Document Support; Paralegals

(Office of the) City Clerk Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide physical records of Public Works projects and studies, building plans, etc.	In the event that information systems are not available, provide access to physical records stored at the Records Center, and provide assistance in retrieving physical records	Enterprise records team

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support to enhance the primary agencies' roles and responsibilities	Make recommendations for debris removal and road repair to ensure incident accessibility. Provide information to assist in the rapid damage assessment process.	Chief of Operations; Chief of Communications
Provide information on observations in the field to Public Works & Engineering representative in the EOC	Identify and communicate areas impacted most severely by the disaster based on reports received by the Fire Alarm Office and direct observations by field units. Coordinate with traffic division to determine access routes for emergency response vehicles.	Chief of Communications; Chief of Operations
Assist in the rapid damage assessment and comprehensive damage assessment process	Provide inspections staff to assist in damage assessment activities in support of Public Works and Operations and Maintenance	Deputy Chief of Fire Prevention

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with Public Works & Operations/Maintenance Departments to provide information technology infrastructure support and services wherever feasible.	IT Director or designee
Provide geospatial support and analysis capabilities as required	Assist Rapid Damage Assessment Teams in collecting spatial data; Provide, receive and compile GIS datasets from internal and external sources for display and analysis	GIS Analyst(s) as designated

Operations & Maintenance Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Assist in emergency repairs of city wastewater treatment and collection systems.	Locate and repair broken sewer lines. Mitigate surface contamination due to overflows.	Streets Manager
Provide personnel, equipment and supplies for use in temporary repair/stabilization of affected city-owned structures.	Maintain inventory of available personnel, equipment and supplies and inform EOC.	Facilities Manager
Perform debris removal, emergency repair of city roads and bridges, flood control facilities, sewer systems, and other infrastructure.	Provide equipment & personnel to perform assigned tasks.	Streets Manager
Construct temporary emergency access routes.	Ensure routes are available and not impeding private property.	Streets Manager
Provide technical expertise in determining assessment of city roadways, emergency access and evacuation routes.	Use GIS, reports and data to assess roads and routes.	Streets Manager
Field Damage Assessment Teams (DAT). Provide technical assistance to organizations involved in preliminary damage assessment, organizations completing final damage assessment of city facilities.	Jointly with Department of Public Works, assess damage and coordinate repairs of infrastructure and public right-of-away	Facilities Manager

Coordinate and provide city sanitation facilities to affected areas.	Ensure facilities are available and equipped to handle work load.	Streets Manager
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Planning Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide information and planning efforts to accomplish ESF #3 missions.	Review zoning code and Las Vegas 2020 Master Plan for applicable requirements.	Planning Director or designee
When requested, assist Field Damage Assessment Teams (DAT).	Jointly with Operations and Maintenance, Public Works, and Building inspectors: assess damage and coordinate repairs of infrastructure and public right-of-way; conduct post-disaster safety evaluations/inspections to determine occupancy.	Planners, Code Enforcement Inspector and Officers
Debris Clearance	Identify and coordinate with private sector contractors and points of contact to assist with debris removal.	Code Enforcement Inspector and Officers
Work with DAT To assess damage and to preserve (if possible) structures that are designated on the state and/or National Register of Historic Places	Provide information regarding designation status of damaged structures; Provide treatment priorities and guidelines.	Historic Preservation Officer
Advise Department of Building and Safety and other relative departments of recommendations for rehabilitation or rebuilding of damaged structures	Ensure Title 19.06.090 requirements and any applicable design guidelines are met and followed; Ensure HPC reviews damage and provides recommendations for follow up action	Historic Preservation Officer

Public Works Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Field Damage Assessment Teams (DAT). Provide technical assistance to organizations involved in preliminary damage assessment and organizations completing final damage assessment.	Jointly with Operations and Maintenance, assess damage and coordinate repairs of infrastructure and public right-of-way	City Engineer
Provide technical expertise in determining assessment of storm water and wastewater	Collect and assess damage reports to accurately initiate repairs to storm water and	Assistant City Engineer Environmental Division Manager

Assist in the identification of suitable sites for the storage/disposal of debris and guidance on areas affected by hazardous materials.	Coordinate with Operations and Maintenance to identify storage and disposal sites	Environmental Officer
Be prepared to request such waivers as might be necessary in response to major disaster situations that create excessive amounts of debris.	Coordinate with outside environmental agencies	Environmental Officer, City Engineer

Emergency Support Function #4

Firefighting Annex

Definition: To provide coordination and resources utilized for combating urban wild fires, medical emergencies, hazardous materials incidents and other special operations. Detect and suppress urban, rural and wildland fires.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support in the coordination of mutual aid requests and resource tracking	Receive, process and implement resource request orders through EOC	Emergency Management Administrator; Administrative Secretary; Emergency Management Officer; EM Management Analyst(s)
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal and external sources for display and analysis.	EM Management Analyst(s)
	Facilitate GIS data sharing.	

Building and Safety: Support

RESPONSIBILITIES	TASKS	WHO
Assist with assessment of damages and determining condemnation of structures	Conduct post-disaster building inspections utilizing Damage Assessment Teams. (See Appendices G & H)	Inspections Manager
		<ul style="list-style-type: none"> - Inspections Supervisors - Combination inspectors - Electrical Inspectors
		Permits Manager
		- Structural Plans Examiners

(Office of the) City Clerk Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide physical records of building plans, fire system inspections, etc.	In the event that information systems are not available, provide access to physical records stored at the Records Center, and provide assistance in retrieving physical records	Enterprise records team

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Respond to fires, emergency medical incidents, hazardous material incidents and other incidents requiring special operations and technical rescue.	Coordinate responsibilities between EOC, Fire personnel and other first responders	Chief of Operations
Establish ICS in accordance with NIMS guidelines to effectively manage firefighting, EMS, special operations, technical rescue, and other allied agency resources	Develop an Incident Action Plan (IAP) and establish safety parameters	Chief of Operations
Determine evacuation as needed	Coordinate with law enforcement to determine evacuation plan. Coordinate with other assisting agencies as needed.	Chief of Operations
Determine additional resource needs and initiate requests in an expedient manner	Place resource requests through Fire Alarm Office and to the Emergency Operations Center as appropriate. Coordinate requests for mutual aid assistance from local, state and federal agencies.	Chief of Operations

Provide staff to the EOC to manage the Fire & Rescue component of emergency operations.	Identify and train EOC staff	Designated EOC representative
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Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist LVFR and EOC to communicate emergency access and alternative routes	Provide GIS capabilities to ensure alternative routes can be analyzed and established.	IT Manager
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services wherever feasible.	IT Director or designee
Provide geospatial support and analysis capabilities as required	Assist Fire Alarm Office GIS Staff in supporting Information Management Technology	GIS Analyst(s)

Emergency Support Function #5

Emergency Management Annex

Definition: Collect, process and disseminate information about potential or actual disaster or emergency condition. Coordinate the overall activities of the city in providing response activities to the affected areas.

(Office of) Administrative Services Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Facilitate implementation of the city's Emergency Operations Plan (EOP).	Identify Emergency Support Functions (ESF) required to activate in response to incident needs	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
Ensure that appropriate agencies are involved to develop a well-defined Incident Action Plan (IAP).	Based on activated ESFs, review list of agencies and departments associated and ensure notification of EOC activation	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
	Ensure appropriate flow of information from the EOC to the JIC.	
Facilitate activation of the Emergency Alert System (EAS) and Emergency Notification System (ENS) for public alerting when appropriate.	Determine, in coordination with Communications Department and Incident Commander, the appropriate messaging protocol	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
	Identify geographical area impacted, which requires emergency messaging	
Prepare and administer periodic SITREP reports to the Incident Commander and Policy Group.	Conduct at least one briefing for every 12-hour operational period	Chief of Staff; Deputy Director; Emergency Management Administrator; Emergency Management Officer
Facilitate declaration of a major disaster of emergency by the Mayor to acquire state and/ or federal assistance.	Using Emergency Declaration template, ensure signed documents are forwarded to Nevada Department of Emergency Management (NDEM).	City Executive Leadership; Chief of Staff; Emergency Management Administrator; Emergency Management Officer; Management Analyst(s)
Facilitate disaster relief and recovery training to designated personnel	Conduct disaster relief and recovery orientation and training as needed	Organizational Development & Training Staff; EM Management Analyst(s)
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal and external sources for display and analysis.	EM Management Analyst(s)
	Work with partner agencies to facilitate GIS data sharing from public and private sources.	

Building and Safety: Support

RESPONSIBILITIES	TASKS	WHO
Provide information related to damage and condemnation of structures derived from rapid assessments and Damage Assessment Team (DAT) inspection functions	Use of technology and human intelligence to collect analyze and disseminate information on disaster related impacts, including direct impacts (people, buildings infrastructure) and indirect impacts (debris generated/ hazmat related).	Sr. Management Analyst; Inspections Manager; Permits Manager; Code Enforcement Manager
Provide technical assistance with codes and ordinances	Provide information to EOC	Director
Maintain records and reports related to department activities	Compile data for EOC	Sr. Management Analyst; Administrative Secretary

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the City's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure City complies with all federal, state and local laws to maximize community recovery and minimize liability exposure; Report legal opinions and advice to EOC	City Attorney Staff; EOC Representative; Litigations
Prepare required legal documents for relief and recovery efforts, including emergency declarations and resolutions.	Maintain compliance with applicable laws concerning emergency declarations and resolutions to ensure federal and state assistance as necessary.	City Attorney Staff; Transactions
Work with Administrative Services to prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identified appropriate agreements are in place and compliance is maintained to provide appropriate support during response and recovery operations.	City Attorney Staff; Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost	City Attorney Staff; Document Support; Paralegals

City Auditor's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure internal controls over cost recovery activities are in place and followed during emergency/disaster efforts.	Monitor the adequacy of the internal controls being implemented by city departments to ensure adequate documentation has been created and maintained for cost recovery.	City Auditor Staff
Maintain records and reports related to department activities.	Document results of monitoring activities and communicate to appropriate management.	City Auditor Staff

(Office of the) City Clerk Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist in the preparation and attestation of all legal documents, including emergency declarations and resolutions.	Work in conjunction with the Mayor and City Council, City Manager and City Attorney to ensure statutory compliance.	City Clerk or Chief Deputy City Clerk
Establish mechanisms to recover and preserve essential records. Coordinate records preservation process. Activate and coordinate REAP.	Develop Essential Records Program and Records Emergency Action Plan (REAP) and ensure incorporation into each department's. ESF Plan	Enterprise Records Officer and REAP Team
Coordinate Public Meeting operations and related Open Meeting Law requirements during an emergency or disaster within the City of Las Vegas.	Work in conjunction with the Mayor and City Council, City Manager and City Attorney to ensure statutory compliance.	City Clerk or Chief Deputy City Clerk
Ensure public information regarding Public Meetings and/or municipal elections and other voting related operations during the disaster, is disseminated to media outlets.	Coordinate with the EOC and the JIC to disseminate Public Meetings, proclamation and/or declaration information.	City Clerk or Chief Deputy City Clerk
Maintain records and reports related to department activities.	Identify the City Clerk's office vital records and incorporate into a business continuity disaster recovery program	Enterprise Records Officer; Chief Deputy City Clerk; City Clerk
Maintain documents and records created during the disaster.	Ensure proper recordkeeping compliance of disaster-based documentation with all involved.	Enterprise Records Officer and REAP Team

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and maintain plans to manage a Joint Information Center (JIC) and media center to collect, analyze, verify, and disseminate public information via the media, city of Las Vegas communications tools including: KCLV Channel 2, the CLV website, social media sites and graphic designed materials.	Respond to media inquiries; Write and disseminate press releases; Update the city's website; Update social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Prepare speaking points for staff and elected officials; Prepare graphically-designed materials that can be emailed or printed.	Staff from the Office of Communications will be the lead, supported by members of the JIC staff. This includes the Public Affairs Division, KCLV staff and the graphic artists.
Prepare official statements for city management, elected officials and other identified spokespersons for the city of Las Vegas.	Disseminate official statements through various communications platforms.	Public Affairs Office Staff; KCLV Staff
Provide specific assignments to the Public Information Officers and other staff assigned to the JIC.	Identify assignments and means for carrying them out.	JIC Director
Monitor media reports for rumors and accuracy.	Dispute and/or clarify inaccurate information; Confirm accuracy or rumors.	JIC Staff
Maintain records and reports related to department activities as it relates to media inquiries and nature of rumors.	Use daily log sheets; Keep hard copies of all media communications and reports.	JIC Staff

(Office of) Community Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide disaster intelligence support	Use of technology and human intelligence to collect, analyze and disseminate information on disaster-related impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris-generated, hazmat-related).	Senior Management Analyst; Housing Rehabilitation Specialist
Conduct disaster intelligence information analysis	Conduct human and neighborhood needs assessments	Senior Management Analyst; Senior Neighborhood Outreach Specialist; Housing Rehabilitation Specialists

Complete planning support functions	<p>Assist in incorporating information and analysis on the current and forecasted circumstances into action plans/reports in order to develop tactical objectives.</p> <p>Utilize data to address recovery planning efforts, such as: emergency and temporary housing issues, business impacts (direct and indirect), human needs, utility restoration and other concerns/services.</p>	Senior Management Analyst; Management Analyst II
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(Office of) Cultural Affairs Role: Support

RESPONSIBILITIES	TASKS	WHO
Maintain records and reports related to department activities.	Maintain log of staff time spent in emergency support activities	OCA Administrative Supervisor

Economic & Urban Development Role: Support

RESPONSIBILITIES	TASKS	WHO
Serve as the city's liaison to the local business community regarding long-term reconstruction and recovery planning efforts.	Develop list of pertinent business contacts.	Business Development & Redevelopment staff
Provide support to EOC for administrative financial activities	Identify department staff to assist EOC.	Department Director
Provide assistance to organizations involved in preliminary damage assessment.	Work in conjunction with Operations & Maintenance to initiate surveys.	Business Development staff
Assist in the identification of suitable sites for the relocation of businesses.	Develop a list of several possible centralized Las Vegas locations.	Redevelopment staff

Contact EUD staff managers and staff regarding the emergency.	<p>Activate emergency calls via telephone and text messages to cell phone (primary).</p> <p>Communicate via common web-based e-mail address lasvegasrda@gmail.com (secondary)</p> <p>If possible, contact IT to set up bank of computers similar to city's JIC phone bank.</p>	Director; Deputy Director; administrative staff; division managers
Provide assistance to Las Vegas businesses.	Work with Incident Commander and Business Licensing to prioritize businesses that need assistance.	Business Development & Redevelopment staff
Determine meeting location for EUD staff and management	<p>Identify prearranged destination. Preferred order of preference:</p> <ol style="list-style-type: none"> 1. City Hall offices 2. Historic Westside School 3. Other city-owned facilities 	Director; Deputy Director

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support to EOC for administrative financial activities.	Identify department staff to assist EOC	Department Director, Deputy Director, Managers
Locate and procure necessary equipment for relative ESF operations.	Confirm with EOC requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA.	Develop TASK coding system for use by departments to track emergency-related expenses	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery.	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: Support

RESPONSIBILITIES	TASKS	WHO
Coordinate all Fire & Rescue activities and resources throughout incident	<p>Provide information/updates regarding areas impacted by the disaster or emergency through the established lines of communication (FAO, DOC, etc.) to the EOC.</p> <p>Provide technical information related to fire, EMS, HAZMAT, special operations and technical rescue.</p> <p>Participate in the development of the Incident Action Plan.</p> <p>Document and forward critical incident information to EOC for incident briefings and decision making processes.</p>	EOC Representative

Human Resources Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide information relative to personnel resources and insurance services, as outlined in ESF #7-Logistics.	Develop and maintain a list of all current employees, their addresses, and all pertinent contact info, including cell number, land line number, email address and home address, including zip code.	HR Employment, Labor Relations and Benefits Administrators, and Recruitment Personnel Analysts
Assist with planning efforts and coordination involving registration of volunteers; coordinate with United Way to establish central location.	Set up central location for registration of volunteers. Coordinate with United Way as a clearinghouse for volunteers and relative assignments.	HR Recruitment Administrator and Recruitment Personnel Analysts
Maintain recordkeeping and staffing reports related to department activities.	Enter data into computer at offsite location.	HR Recruitment Personnel Analysts, Risk and Benefits Insurance Services Specialists, and HR Technicians
Maintain centralized recordkeeping as needed by various CLV departments.	Maintain list of who has been assigned to what task and to what location, for ease of location should the need arise. Coordinate with United Way.	HR Recruitment Personnel Analysts, Risk and Benefits Insurance Services Specialists, and HR Technicians

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services wherever feasible.	IT Director or designee
Establish and maintain telecommunications and computer systems for EOC and JIC operations	Ensure all technical needs are being met.	IT Manager
Establish and maintain alternate IT infrastructures to protect vital records and systems during a disaster	Ensure all technical needs are being met.	IT Manager
Provide IT support to all agencies involved in the response and recovery operations-including contract services (Departments/agencies will maintain their own unique, agency specific systems.)	Ensure all technical needs are being met.	IT Manager
Coordinate logistics requests through ESF #7	Ensure all technical needs are being met.	IT Manager
Maintain records and reports related to department activities	Provide capability to store and manage records and reports.	IT Manager
Create a public information exchange to address potential post-incident vulnerabilities	Coordinate with EOC and Department of Communications to create CLV website link.	IT Manager
Provide geospatial support and analysis capabilities as required	Provide, receive and compile GIS datasets from internal and external sources for display and analysis. Work with partner agencies to facilitate GIS data sharing from public and private sources.	GIS Analyst(s)
Provide WebEOC Support	Provide access and accounts to users. Build and maintain city system.	GIS Analyst(s)
Retrieve, integrate and disseminate information from secure IT portals	Access CIPS, HSIN, ICAV, ACAMS and other secure information portals.	GIS Analyst(s)

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technical information relative to the evacuation and security operations at city facilities, in which Municipal Court proceedings occur, and assist in the related planning efforts.	Create pre-incident prevention protocols in order to place available manpower on alert or to pre-position staff for quick response.	Criminal Division Chief, Marshal Lieutenant or designee
Protect and maintain vital court records and reports	Establish procedures and protocols to protect and, if necessary, relocate vital records/reports.	Court Support Services Division Manager or designee
Coordinate with the City Attorney's Office and Detention and Enforcement to provide direction as how federal, state and local court decisions affect procedural and substantive legal issues and operations for disaster and emergency response	Establish procedures and protocols to ensure federal, state and local mandates, as they relate to in-custody status, are followed.	Court Support Services Manager or designee
Maintain courtrooms and/or establish ad hoc courtrooms for the judiciary to provide constitutionally guaranteed justice	Identify courtroom sites and assign personnel to establish courtroom operations.	Court Administrator

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide a representative to the EOC to participate in the Operations and IAP functions.	Designate at least three people from Operations and Maintenance who can serve in the EOC.	Operations and Maintenance Director or designee
Provide information related to damage, debris, road closures, and other related reconnaissance information.	Establish protocols and procedures for emergency response related data collection. Ensure there are sufficient equipment and personnel for information collection.	Streets Manager
Provide information related to damage and condemnation of city structures derived from rapid assessments and Damage Assessment Team (DAT) inspections.	Establish protocols and procedures for safe and accurate damage and condemnation data collection; Ensure there are sufficient equipment and personnel for information collection.	Facilities Manager
Provide information related to all ESF's assigned to department.	Work with other City of Las Vegas departments in support or primary roles as they pertain to ESF functions.	EOC Representative

Maintain records and reports related to department activities.	<p>Establish protocols for recordkeeping and reporting.</p> <p>Ensure records and reports are executed throughout the response and recovery processes.</p>	EOC Representative
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Parks and Recreation Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technical information relative to the city's recreation facilities and coordinate the use of such resources for mass care and shelter locations, as outlined in ESF #6.	Provide a report regarding operational hours, capabilities, amenities, capacity, kitchen facilities, bathroom amenities, etc.	EOC representative
Provide reconnaissance information related to damage to city facilities and structures.	Assist in the assessment of damages such as damage and loss of functionality to essential facilities and shelters.	Center Coordinator; P&R Supervisor; P&R Managers; Building & Safety; Operations & Maintenance
Maintain records and reports related to department activities.	Provide reports on operational costs associated with incident activities	Center Coordinator; P & R Supervisors
Provide technical support services	Oversee department specific mobile technology and provide analysis to the Planning Support Function to ensure continuity and report preparedness	Sr. Technical Systems Analyst(s) and IT

Planning Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with information and planning relative to long-term recovery efforts.	Review 2020 Master Plan for confirmation of streets, highways, public buildings, and other public safety elements.	Department Director or designee
Maintain records and reports related to department activities.	Maintain log of staff time spent in emergency support activities.	Senior Management Analyst
Assess non-conforming structures based on percentage of damages	Inspect nonconforming structures to assess if damage exceeds threshold for reconstruction in accordance with Title 19.16	Code Enforcement Inspector and Officers, Planners
Maintain GIS database with current data	Update GIS database to reflect any changes as a result of damages and recovery.	GIS Analyst

Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide a representative to the EOC to participate in the Operations and IAP functions	Coordinate responsibilities between EOC and Patrol	Chief; Deputy Chief; or Lieutenant
Develop and maintain plans to evacuate city facilities during a major disaster or emergency and assist with the development of plans to evacuate city streets and neighborhoods	Conduct routine review of evacuation plans, ensuring planning assumptions remain valid and mutual aid agreements are in place	Deputy Chief of Field Services; DPS Lieutenants; Deputy City Marshal Sergeants
Provide security at City-owned or operated facilities where emergency operations, such as sheltering, mass care, or materials staging, are in progress	Maintain stationary patrols at the shelter sites	Minimum of two deputy city marshals per operational period
Conduct reconnaissance activities and report results to the EOC for inclusion in the IAP process	Patrol	Deputy City Marshal or designee
Maintain records and reports related to departmental activities	Log tasks assigned and completed and resources requested, assigned, and demobilized	Designated EOC representative

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide information related to damage, debris and road closures.	Maintain log of staff time spent in emergency support activities	EOC representative
Provide information related to damage and condemnation of bridge, road, sewer and flood structures derived from rapid assessments and Damage Assessment Team (DAT) inspection functions.	Develop list of pertinent CCSD and Faith Based and other YDSI Community Partner Contacts.	City Engineer, Assistant Traffic Manager and Environmental Division Manager
Coordinate technical information and planning relative to the management of waste water sanitation and storm water issues.		City Engineer, Environmental Division Manager
Maintain records and reports related to department activities.		EOC representative

**Youth Development & Social Innovation Role:
Support**

RESPONSIBILITIES	TASKS	WHO
Maintain records and reports related to department activities.	Maintain log of staff time spent in emergency support activities	YDSI Administrative Officer
Serve as the City's liaison to the Clark County School District (CCSD), local faith-based community and other YDSI community partners regarding long-term reconstruction and recovery planning efforts.	Develop list of pertinent CCSD, Faith-Based, and other YDSI Community Partner contacts	YDSI Director, Administrative Officer and designated staff

Emergency Support Function #6

Mass Care/Shelter Annex

Definition: To assist supporting city departments and agencies in the provision of response and recovery needs during any situation requiring temporary shelter and emergency care services. Coordinate the efforts to provide emergency food, clothing and shelter. Coordinates with ESF-11 for food.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist Parks and Recreation in determination of appropriate facility use and geographical assignments	Coordinate with Operations and Maintenance (Facilities); Community Services and Department of Parks and Recreation	Emergency Management Administrator; Emergency Management Officer; Management Analyst(s)
Serve as city liaison to American Red Cross and other allied agencies involved in Mass Care/Shelter operations.	Report external agency activities to EOC	Emergency Management Administrator; Emergency Management Officer; Administrative Officer; Management
	Coordinate resource requests to external agencies	
Furnish resources to support the ESF#6 functions and missions.	Receive, process and implement resource request orders through EOC	Emergency Management Administrator; Emergency Management Officer; EM Analyst(s)

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the City's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure City complies with all federal, state and local laws to maximize community recovery and minimize liability exposure; Report legal opinions and advice to EOC.	City Attorney Staff; EOC Representative; Litigations
Prepare required legal documents for relief and recovery efforts, including emergency declarations and resolutions.	Maintain compliance with applicable laws concerning emergency declarations and resolutions to ensure federal and state assistance as necessary.	City Attorney Staff; Transactions
Work with Parks and Recreation to prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identify appropriate agreements are in place and compliance is maintained to provide appropriate support during response and recovery operations.	City Attorney Staff; Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost recovery.	City Attorney Staff; Document Support; Paralegals

Maintain records related to displaced inmates who are awaiting legal proceedings.	Document case files of inmates who are moved from detention centers to temporary shelters.	City Attorney Staff
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(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish a Joint Information Center (JIC) to manage public information and media inquiries about emergency shelter operations via the media and city of Las Vegas communications tools, including: KCLV Channel 2 TV, the city's website, email and social media sites.	Activate the rumor control phone line; Respond to media inquiries.	Public Affairs Office Staff; JIC staff.
In partnership with the Department of Parks, Recreation and Community Services, disseminate public information about shelter locations, operations procedures, restrictions and hours of operation.	Write and disseminate press releases; Update the city's website and social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Monitor media reports.	Public Affairs Office Staff; JIC staff; KCLV Channel 2 Staff.
Coordinate with the American Red Cross (ARC) pertaining to information released through the Disaster Family Well-Being Inquiry (DFWI) system.	Establish a point of contact with the Red Cross.	Public Affairs Office.

(Office of) Community Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist in the development and implementation of family assistance center(s)	Assist in the identification and development of a family assistance center(s) and services to include: behavioral health care, medical records, human and social services benefits, communications services, personal care services.	Neighborhood Resource Supervisor; Senior Neighborhood Outreach Specialist
Assist in the development of pet and service animal center (see ESF #11)	Assist in the development and implementation of a pet and service animal reunification center. Identify veterinary services willing to volunteer to staff and/or serve in shelter.	Community Program Technician; Administrative Support Assistant

Assist in providing housing assistance	Assist in providing information and referral services and/or short and long-term housing assistance to displaced citizens.	Senior Neighborhood Outreach Specialist; Grant Program Coordinator; Customer Service Representative; Neighborhood Resource Supervisor
Assist in providing human services	Assist in the coordination of public assistance and welfare activities. Coordinate and oversee emergency state and federal welfare services (e.g., food stamps, Medicaid and TANF).	Grant Program Coordinators; Neighborhood Resource Supervisor
Assist in the coordination of ancillary services	Assist in the coordination and dissemination of clothing, identification and disaster registration services.	Grant Program Coordinators; Neighborhood Resource Supervisor
Assist in the coordination of volunteer services	Assist in the coordination and mobilization of volunteer agencies and outreach organizations to identify and provide information, referral and food distribution services, as well as to meet unmet needs.	Manager; Senior Neighborhood Outreach Specialist; Housing Rehabilitation Specialist
Assist with the provision of long-term recovery care and community referral services	Collect contact information of relevant facilities. Create database of required referral services. Disseminate to affected individuals.	Senior Neighborhood Outreach Specialist; Senior Management Analyst; Management Analyst II; Customer Service Representative

(Office of) Cultural Affairs Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist Parks and Recreation to establish registration at each facility and receive evacuees as they arrive.	Maintain shelter records and make available to ARC	OCA staff
Assist Parks and Recreation to determine each facility's resource needs (including special needs for shelter residents), based upon duration of operational periods. Project future needs for extended operations.	Determine population number in each shelter facility; Assess operation time frame for shelter operations; Channel all resource requests through the EOC	OCA Administrative Supervisor

Assist Parks and Recreation to establish and implement badge system to identify volunteers.	Verify volunteer identifications, work assignments, and applications are on file	Cultural Supervisor (Coordinator)
Assist Parks and Recreation to coordinate and determine appropriate information relative to shelters and communicate with EOC and JIC staff for public dissemination.	Provide report for number of individuals, donations requests, supply demand, locations and directions to locations	OCA Administrative Supervisor
Assist Parks and Recreation to maintain records of shelter operations and resource expenditures. Submit all financial records to the Finance Section at EOC.	Reconcile emergency expenditures/ donations, determine revenue loss to facilities, maintain overtime records	OCA staff
Assist Parks and Recreation to demobilize the shelter when no longer needed.	Restore site to "normal" daily operations	OCA staff

Finance & Business Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to all exchange users	Finance Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager
Redirect donors to relative relief organizations	Determine communication method	EOC Staff; All Staff

Fire & Rescue Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide personnel and EMS support to shelters operated in city facilities	Determine availability of EMS resources and staff accordingly	Chief of Operations
Assist with rapid inspection of facilities for structural integrity and safety through participation in Damage Assessment Teams (DAT)	Coordinate with Operations and Maintenance to conduct assessment of identified shelters	Chief of Prevention
Support Parks and Recreation with Metropolitan Medical Response System (MMRS) equipment to meet sheltering needs	Coordinate with Operations and Maintenance to transport equipment to shelter locations	MMRS Coordinator

Human Resources Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with contacting off-duty city personnel to report for emergency call-back duty.	Call or email city staff	HR Recruitment, Labor Relations and Employment Personnel Analysts. Clerical personnel if more than 4 days. Clerical includes Employment Customer Services Representatives, Risk and Benefits HR Technicians, Business Specialists, Employment and Risk and Benefits.
Work in conjunction with local, state, federal agencies and coordinate with United Way, American Red Cross to register and manage volunteers. Document city employees and members of the public volunteering with disaster relief efforts. Issue temporary identification instruments and coordinate assignments based upon individual capabilities, credentials, and physical limitations	Set up a centralized location to document volunteers, utilizing software to categorize available skills of volunteers. Provide volunteer badges or picture IDs if technology is available.	HR Recruitment, Labor Relations and Employment Personnel Analysts. Clerical personnel if more than 4 days. Clerical includes Employment Customer Services Representatives, Risk and Benefits HR Technicians, Business Specialists Employment and Risk and Benefits.
Manage all employee injury claims, related worker's compensation services and liability claims	Set up remote, off-site location for computer access - manage claims, issue payments, etc.	HR Risk Management, Insurance Services Specialist, and HR Risk Management Technicians
Coordinate provision of Employee Assistance Programs (EAP) and other crisis intervention counseling.	Contact EAP provider and coordinate their efforts – provide location and scheduling	HR Benefits Insurance Services Specialists and HR Technicians

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure monitored Internet capabilities for shelter residents	Provide temporary Internet capability, where feasible, at emergency shelters	IT Manager
Create and maintain electronic shelter resident records	Ensure availability of equipment to allow for records retention.	IT Manager
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services where feasible.	IT Director or designee
Provide geospatial support and analysis capabilities as required	Acquire and develop data on shelter locations and other supporting data	GIS Analyst(s)

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with the provision of security services at shelter facilities.	Allocate Marshal resources to security as available	Criminal Division Manager, Marshal Lieutenant or designee
Assist with crisis intervention counseling and related community referral services.	Obtain assignment information through the EOC	ASD Manager or Designee

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with facility activation and demobilization, including rapid inspection for structural integrity and safety by DAT.	Work with Parks and Recreation and EOC to identify shelter and mass care locations. Establish protocols and procedures for structural inspections.	Facilities Manager
Assist in acquisition of required resources and maintain facility infrastructures.	Detail supply of resources. Establish protocols and procedures for maintaining infrastructures.	Facilities Manager
Provide supply delivery services to shelters.	Ensure delivery capabilities through either Operations and Maintenance Department or via independent companies/contractors.	Deputy Operations and Maintenance Director or designee

Establish & maintain sanitation services at each facility.	Establish protocols and procedures for garbage collection/disposal, sanitation, etc. Ensure mass care or shelter facility has sufficient sanitation supplies.	Facilities Manager
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Parks and Recreation Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Upon EOC activation, a representative shall respond to the EOC to manage the mass care and shelter operations. Parks and Recreation and the American Red Cross (ARC) staff will cooperatively manage ESF #6 activities.	Identify mass care and shelter needs by location and number of individuals affected.	EOC representative
Coordinate with the EOC Operations Section to determine which facilities are suitable for use as shelters.	Facilities will need to be rapidly inspected by Damage Assessment Teams (DAT) for structural integrity prior to use.	Facilities; Building & Safety; Operations & Maintenance, EOC representative with Center Coordinator; P&R Managers and Supervisors
Assist in determination of geographical shelter assignments, which may be required, based upon the magnitude of the situation and number of shelters activated.	Determine availability of CLV facilities, along with other facilities for sheltering. Activate and staff shelters.	Department Director or designee
Establish registration at each facility and receive evacuees as they arrive until Red Cross can assist.	Maintain shelter records and make available to ARC	Center Coordinator; P&R Staff
Create an area for unaccompanied minors to ensure their welfare until a parent/guardian or relative can be located. Note: All P&R staff are background checked – including hourly staff	Secure area in facility; check in minors; provide any basic first aid if needed; provide activities to keep children occupied; assist in coordinating with Red Cross to locate next of kin	P&R Staff
Determine each facility's resource needs (including special needs for shelter residents), based upon duration of operational periods. Project future needs for extended operations.	Determine population number in each shelter facility; Assess operation time frame for shelter operations; Channel all resource requests through the EOC.	P&R Supervisor(s), P&R Facility Staff
Establish and implement "badging" system for identifying volunteers at the shelter.	Verify volunteer identifications, work assignments, and applications are on file.	Center Coordinator; P&R Staff; CERT volunteers

Coordinate and determine appropriate information relative to shelters and communicate with EOC and JIC staff for public dissemination.	Provide reports of number of individuals, donations requests, supply demand, locations and directions to locations.	P&R Supervisor, Center Coordinator and Designated department specific JIC staff
Disseminate disaster assistance and recovery information.	Coordinate with Office of Communications and JIC	Designated department specific JIC Staff
Maintain records of shelter operations and resource expenditures. Submit all financial records to the Finance Section at EOC.	Reconcile emergency expenditures/ donations, determine revenue loss to facilities, maintain overtime records	Center Coordinators and P&R Manager and Supervisors
Demobilize the shelter when no longer needed.	Restore site to "normal" daily operations	All staff and Red Cross
Open and maintain cooling shelters in accordance with excess heat criteria established by the Southern Nevada Homeless Coalition.	Establish shelter locations and operations; Confirm shelter capabilities within city facilities - isolated from programming areas; Acquire and provide water	P&R Department Director or designee; Center Coordinator and P&R Supervisor

Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide security at City-owned facilities where emergency operations such as sheltering, mass	Maintain stationary patroP&R at shelter sites.	Minimum of two deputy city marshals per operational period
Provide temporary shelter and reunification to displaced pets.	In coordination with ESF 11	Animal control unit and/or relative volunteer agency

Emergency Support Function #7

Logistics/Resource Support Annex

Definition: Provide logistical support in identifying, procuring and delivering equipment and supplies necessary to support response activities.

Provide operational support during the initial phases of an emergency, potential or actual disaster, as well as sustained support throughout recovery efforts.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist to establish and maintain current lists of resources for emergency supplies and equipment.	Coordinate with City departments to access Incident Response Inventory System (IRIS)	Deputy Director; Administrative Officer; Special Events Management Analyst(s); Management Analysts
Assist with establishment and maintenance of current mutual aid agreements and other related memorandums of understanding (MOU).	Identify current agreements	Chief of Staff; Deputy Director; Administrative Officer; Emergency Management Administrator; Administrative Secretaries; Management Analysts
	Identify and eliminate gaps of existing agreements	
	Establish and maintain data base	
Assist in the identification and application for state/ federal relief fund grants for (sustainable) restoration/recovery efforts.	Submit funding application for Public Assistance Grants, Mitigation Grants, Individual & Family Grants	Chief of Staff; Deputy Director; Management Analysts; Government Affairs Staff; Administrative Officer
Secure resources from external partnerships	Update resource list and relative contact information	Special Events & Municipal Marketing Unit Staff
	Assign liaisons to facilitate resource delivery	

Building and Safety: Support

RESPONSIBILITIES	TASKS	WHO
Provide technical expertise and support to the EOC.	Assumes role as identified at the EOC	Director

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the City's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure City complies with all federal, state and local laws to maximize community recovery and minimize liability exposure; Report legal opinions and advice to EOC.	City Attorney Staff; EOC Representative
Prepare required legal documents for relief and recovery efforts, including emergency declarations and resolutions.	Maintain compliance with applicable laws concerning emergency declarations and resolutions to ensure federal and state assistance as necessary.	City Attorney Staff; Transactions

Work with Finance to prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identify appropriate agreements are in place, in compliance and maintained to provide appropriate support during response and recovery operations.	City Attorney Staff; Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost recovery.	City Attorney Staff; Document Support; Paralegals

City Clerk's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide physical records of building plans, permits, land use files, etc.	In the event that information systems are not available, provide access to physical records stored at the Records Center, and provide assistance in retrieving physical records.	Enterprise Records Officer and Records team

City Auditor's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure internal controls over cost recovery activities are in place and followed during emergency/disaster efforts.	Monitor the adequacy of the internal controls being implemented by city departments to ensure adequate documentation has been created and maintained for cost recovery.	City Auditor Staff
Maintain records and reports related to department activities.	Document results of monitoring activities and communicate to appropriate management.	City Auditor Staff
Assist with information and planning relative to long-term restoration and recovery efforts.	Document restoration and recovery activities as deemed necessary to maximize cost recovery.	City Auditor Staff

Finance Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Assign representative to EOC	Support staff will be recalled to duty as needed to process orders and other financial records	Department Director, Deputy Director, Designated EOC representative
Prior to EOC activation or other emergency, create an accounting and recordkeeping system for all financial transactions and reconciliations	Follow Standard Operating Procedures (SOP)	Financial Services Manager, Accounting Manager
Process grants applications for state and federal relief funds	Follow Standard Operating Procedures (SOP)	Financial Analyst
Redirect donors to relative relief organizations	Determine communication method	EOC Staff; All Staff
Establish daily reporting on disaster-related contract commitments	Cost reports - Include estimates of contractual obligations	Purchasing & Contracts Manager
Establish daily reporting with estimated damages	Coordinate reporting with Public Works and Operations and Maintenance	Financial Services Manager, Accounting Manager
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Develop TASK coding system for use by departments to track emergency-related expenses	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Communicate coding system to All Exchange Users; Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and maintain mutual aid agreements and other memorandums of understanding	Ensure agreements are valid and current	Chief of Administration; Administrative Assistant
Establish and maintain current resource lists, and make accessible in the Fire Alarm Office	Review resource list and update as required. Test list for validity	Chief of Support Services; Chief of Communications; Chief of Operational Support

Assist with the ordering, receipt and distribution of emergency supplies and equipment related to Fire and Rescue services	Ensure primary and back-up system for ordering is valid and functional. Exercise plan for distribution of supplies	Chief of Support Services; Chief of Operational Support
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Human Resources Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with contacting off-duty personnel to report for emergency duty.	Call or email city staff	HR Recruitment, Labor Relations, and Employment Personnel Analysts. Clerical personnel if more than 4 days. Clerical includes Employment Customer Services Representatives, Risk and Benefits HR Technicians, Business Specialists, Employment and Risk and Benefits.
Establish locations and procedures to document off-duty employees and members of the public volunteering with disaster relief efforts.	Centralized location to document off-duty employees and/or volunteers, utilizing software to categorize volunteer skills	HR Recruitment, Labor Relations and Employment Personnel Analysts. Clerical personnel if more than 4 days. Clerical includes Employment Customer Services Representatives, Risk and Benefits HR Technicians, Business Specialists Employment and Risk and Benefits
Execute MOU's and interlocal agreements with other city/county/state jurisdictions.		HR Director or designee (Designee includes HR Manager, Risk and Benefits and/or Employment
Issue temporary identification and coordinate assignments based upon capabilities, credentials and physical limitations.	Provide plastic volunteer badges or picture IDs if technology available, coordinate with Department of Public Safety	Employment Customer Service Representatives and Recruitment/Employment HR Technicians
Coordinate provision of Employee Assistance Program (EAP) and crisis intervention counseling at mass care shelters, as outlined in ESF #6-Mass Care/Shelter.	Contact current EAP provider; coordinate efforts; provide location, scheduling	HR Benefits Insurance Services Specialists and EAP Consultants
Manage citizen liability claims filed during the incident or due to the incident and/or workers' compensation claims.	Set up remote, off-site location for computer access; claims payments managed by our third party administrators.	HR Risk Management Insurance Services Specialist

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services where feasible.	IT Director or designee
Retrieve, integrate and disseminate information from secure IT portals	Access CIPS, HSIN, ICAV, and ACAMS	Sr. GIS Analyst
Display spatial distribution of resources	Acquire data on affected areas and display data utilizing GIS platforms.	Sr. GIS Analyst

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Support Logistics section through distribution of supplies and equipment.	Ensure supplies and equipment are available via department or independent companies/contractors.	Deputy Director
Establish and manage mobilization and demobilization centers for mutual aid, agencies.	Determine locations for mobilization centers. Ensure centers are equipped and staffed.	Deputy Director
Assist with coordination of bulk supplies and equipment storage.	Coordinate with Department of Public Works for bulk supply and equipment storage.	Deputy Director
Establish and maintain current resource lists related to Operations and Maintenance equipment and functions.	Identify resources and providers. Ensure equipment and resources are available during emergencies.	Deputy Director
Assist with ordering, receipt and distribution of supplies and equipment.	Determine which supplies and equipment are needed. Maintain records of orders.	EOC Representative

Parks and Recreation Role: Support

RESPONSIBILITIES	TASKS	WHO
Identify facilities and support for mass care and shelter resources, as outlined in ESF #6.	Coordinate with Building & Safety to confirm suitable sheltering facilities; Coordinate with Department of Human Resources to manage identified volunteers for services provision; Assign department staff to support shelter operations	EOC representative; Center Coordinator; Department Director or designee

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Support logistics operations through the distribution of supplies and equipment.	Supply trucks and drivers, generators, electrical material and signage	Traffic Field Supervisor
Assist with coordination of bulk supplies and equipment storage.	Coordinate with and assist Operations and Maintenance with the ordering, receipt and distribution of bulk supply and equipment storage	Traffic Field Supervisor, Division Representative
Establish and maintain current resources lists related to Public Works equipment and functions.	Develop list and create appendix	Management Analyst II

Emergency Support Function #8**Public Health & Medical Annex**

Definition: To provide and assist with the coordinated response to public health and other medical care agencies following the activation of the EOC, or in preparation for a developing potential public health situation or another emergency.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Operate as the city's liaison to the local, state, federal and private medical communities in coordination with the Southern Nevada Health District.	Coordinate with LVFR operations	Organizational Development Unit Staff; EM Management Analyst(s)
	Serve as liaison for health care and public health organizations	
	Assist with the dissemination of public health information to city employees	
	Coordinate with NV Energy to identify and disseminate information to members of the Green Cross program	

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the City's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure City complies with all federal, state and local laws to maximize community recovery and minimize liability exposure; Report legal opinions and advice to EOC.	City Attorney Staff; EOC Representative; Litigations
Prepare required legal documents for relief and recovery efforts, including emergency declarations and resolutions.	Maintain compliance with applicable laws concerning emergency declarations and resolutions to ensure federal and state assistance as necessary.	City Attorney Staff; Transactions
Work with Fire and Rescue to prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identify that appropriate agreements are in place, in compliance and maintained to provide appropriate support during response and recovery operations.	City Attorney Staff; Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost recovery.	City Attorney Staff; Document Support; Paralegals

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish a Joint Information Center (JIC) to manage public and media inquiries about the event.	Assign staff to manage functions such as rumor control, social media and media.	Public Affairs Office Staff; JIC staff.
Disseminate public information about the event, including emergency instructions as determined by EOC and in conjunction with Southern Nevada Health District staff.	Write press releases; Update the city's website and social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Monitor media reports; Maintain patient confidentiality.	Public Affairs Office Staff; JIC Staff

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Provide basic and advanced emergency services to the community in accordance with the LVFR mission.	Respond and render aid (triage, treatment, transport)	Chief of Operations; Chief of Medical Services; Associated Staff
Establish Incident Command System (ICS) to manage the activities of response agencies involved in a major medical incident.	Establish name and locate command. Establish organizational structure to coordinate resources and activities. Develop Incident Action Plan(s) for operational period(s).	Chief of Operations; Chief of Medical Services

Request Fire/EMS mutual aid resources	Establish and maintain mutual aid agreements	Fire Chief or designee
Activate the Clark County Mass Casualty Plan	Implement Plan in accordance with established protocols	Incident Commander; Medical Branch Director
Notify the Southern Nevada area hospitals of the situation and coordinate a plan to manage the distribution of casualties	Utilize all-hospital notification networks to communicate patient transport plan	Chief of Operations; Chief of Medical Services; Chief of Communications; MMRS Coordinator
Activate components of the LV MMRS to manage or support the incident	<p>Establish alternate care sites and casualty correction points.</p> <p>Coordinate just-in-time training.</p> <p>Provide MCI kits and coordinate patient triage, treatment, transport.</p> <p>Monitor surveillance tools for early identification of disease outbreak or unusual symptoms.</p>	Chief of Operations; Chief of Medical Services; MMRS Coordinator
Assist with the provision of crisis intervention and emotional support counseling for victims, survivors and first responders.	Coordinate with CLV, local and state mental health support service agencies for patient care	Chief of Operational Support; LVFR Crisis Administrator; Department of Human Resources; TIPS

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services wherever feasible	IT Director or designee

Parks and Recreation Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and manage emergency shelters that may be used for casualty collection points, as outlined in ESF #6.	Coordinate with MMRS and EOC to determine and establish casualty collection points	Department Director or designee
Assist with the provision of basic first aid at emergency shelters.	Provide <u>basic</u> first aid and call 9-1-1 for more serious cases	All Staff

Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with the provision of security. Mitigate exposure in the jail environment.	Maintain patrols at designated medical sites within the CLV, sanitize the facility, isolate inmates and educate staff, and inmates	Deputy City Marshals, Corrections Officers, Contracted medical provider (for Detention Center)

Emergency Support Function #9

Urban Search/Research Annex

Definition: Locate lost persons and victims trapped in collapsed structures or other spaces, and provide immediate medical care.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Determine need for Urban Search & Rescue (US&R) resources	Request activation through county and state processes.	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
Furnish resources to support the USAR functions and missions.	Receive, process and implement resource requests	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal and external sources for display and analysis.	EM Management Analyst(s)
	Work with partner agencies to facilitate GIS data sharing from public and private sources.	

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Determine need for US&R resources and request activation through appropriate county and state processes	Evaluate Search & Rescue needs and coordinate through appropriate channels	Incident Commander; Staff; EOC
Coordinate the interface of all LVFR operations and other ESF activities in conjunction with US&R operations	Provide initial rescue Provide technical rescue support Conduct briefings and develop IAPs in coordination with US&R task force leaders. Coordinate a staging location for US&R task forces to establish a base camp, such as a sports complex or other large assembly facility. Ensure planning cycle is on track.	Incident Commander; Chief of Special Operations; Technical Rescue Team (TRT); Chief of Operations; Planning Chief
Coordinate logistical support and demobilization operations	Determine appropriate facilities for the event. Determine logistics requirements based on severity of the event.	Incident Commander; Planning Chief; Logistics Chief
Ensure appropriate flow of information to the Joint Information Center (JIC) regarding US&R operations	Ensure functional communications with JIC Designate a liaison to ensure communications flow	Incident Commander; Public Information Officer

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure.	Work with relative departments to provide information technology infrastructure support and services where feasible.	IT Director or designee
Provide geospatial support and analysis capabilities as required.	<p>Assist Rapid Damage Assessment teams in collecting spatial data.</p> <p>Provide, receive and compile GIS datasets from internal and external sources for display and analysis.</p>	GIS Analyst(s)

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with establishing Urban Search & Rescue task force staging areas.	Help identify adequate locations for staging areas.	Deputy Director
Assist with provision of heavy equipment and machinery for use in non-conventional rescue operations and debris removal.	<p>Maintain supplies of heavy equipment and machinery.</p> <p>Ensure equipment is available for deployment during and after emergencies.</p>	Streets Manager
Assist with demobilization operations.	<p>Ensure staging areas are clear of equipment and machinery.</p> <p>Document any supplies/resources used during mobilization.</p>	EOC Representative

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist Las Vegas Fire & Rescue, as primary agency with establishing Urban Search & Rescue (US&R) task force staging areas.	Coordinate with Operations and Maintenance to identify publically-owned rights-of-way and real estate for staging area	City Engineer
Assist with transportation of US&R assets.	Coordinate with Operations and Maintenance to supply trucks, drivers, and relative equipment	Traffic Field Supervisor
Assist with the provision of heavy machinery and equipment for use in non-conventional rescue operations and debris removal.	Coordinate with Operations and Maintenance to supply truck, drivers, and relative equipment for debris removal	Traffic Field Supervisor
Assist with demobilization operations.	Account for return of deployed assets.	Traffic Field Supervisor

Emergency Support Function #10**Hazardous Material Annex**

Definition: Response to actual or potential discharge and/or release of hazardous or toxic waste materials.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure reporting requirements are fulfilled in accordance with the Clark County Hazardous Materials Emergency Response Plan and applicable laws.	Coordinate with LVFR Hazardous Materials Response Team	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
Furnish resources to support the Hazardous Materials functions and missions.	Receive, process and implement resource requests	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal and external sources for display and analysis.	EM Management Analyst(s)
	Work with partner agencies to facilitate GIS data sharing from public and private sources.	

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Collect, analyze, verify and disseminate information to the public and media about the incident through a Joint Information Center (JIC), in accordance with ESF #5 and ESF #15.	Respond to media inquiries; Write and disseminate press releases; Update the city's website; Update social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Monitor media reports; Identify appropriate subject matter expert.	Public Affairs Office Staff; JIC staff.

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Coordinate activities as related to the Clark County Hazardous Materials Emergency Response Plan	Ensure appropriate resources are on scene. Adhere to HAZMAT plan	Incident Commander; Chief of Operations; Chief of Special Operations
Respond and mitigate hazardous materials incident according to LVFR Standard Operating Procedures.	Establish command and control at the scene of hazardous materials. Perform operational measures, including: rescue; material confinement and containment; and medical services as needed to mitigate the incident.	Incident Commander; Chief of Operations; Chief of Special Operations; HAZMAT team

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services where feasible.	IT Director or designee
Provide geospatial support and analysis capabilities as required	Develop spatial products to assist and communicate perimeters and hot zones	GIS Analyst(s)

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with establishment of safety perimeters.	Identify perimeters. Ensure personnel working near/in perimeters are following safety protocols.	Safety Officer; Deputy Director
Provide diking materials and services to contain leaking materials.	Ensure diking materials are in top working order and personnel are properly trained.	Streets Manager
Assist with non-conventional equipment and heavy machinery to mitigate hazardous material incidents.	Ensure equipment conforms with safety standards and is in working order. Ensure staff are trained on equipment.	Streets Manager

Parks and Recreation Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and manage emergency shelters for evacuees.	See ESF #6	Department Director or designee

Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and enforce perimeters around incident scenes.	Set up perimeters using barricades, cones and/or patrol vehicles.	Minimum of two deputy city marshals per operational period
Perform crowd and traffic control around incident.	Provide for special needs victims in crowd control	Deputy City Marshals
Assist with evacuation procedures as needed.	Provide for special needs victims in evacuation efforts	Deputy City Marshals

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technical assistance on safety perimeters, evacuation routes and other technical assistance that may be required.	Develop detour plans and routes	Assistant City Traffic Engineer, Assistant Traffic Manager
Initiate HAZMAT cleanup.	Coordinate with first responders to dispatch and oversee contractors on public right-of-way incidents	Environmental Officer
Maintain surveillance of Public Works infrastructure to detect contamination.	Monitor and make appropriate adjustment, as needed	Environmental Manager, Environmental Officer

Emergency Support Function #11

Agriculture - Food Services Annex

Definition: Identify, secure and arrange for the transportation of foodstuffs to affected areas, shelters and/or evacuation centers. Also provides animal care services.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure activation of food services and natural resources within EOC and IAP process.	Coordinate with Public Safety and Parks and Recreation Departments	Emergency Management Administrator; Emergency Management Officer; EM Management Analyst(s)
	Coordinate with external agencies for mobile food canteen and location of food PODs for distribution	
Furnish resources to support functions and missions.	Coordinate with external agencies for sustainable waste management services.	Special Events & Municipal Marketing Unit Staff; Administrative Secretaries
	Update resources list and contact information	
	Receive, process and implement resource requests.	

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and manage a Joint Information Center (JIC) as necessary. Disseminate public information relevant to the availability, location and preparation of emergency food rations.	Respond to media inquiries; Write and disseminate press releases; Update the city's website; Update social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Monitor media reports.	Public Affairs Office Staff; JIC staff.
Coordinate with the Southern Nevada Health District pertaining to food handling and safety information.	Make sure information being disseminated by the Southern Nevada Health District and city of Las Vegas is consistent.	JIC Director
Coordinate public information relevant to the solicitation and acceptability of in-kind (exception of perishable) food donations.	Make sure information being disseminated by the Southern Nevada Health District and city of Las Vegas is consistent.	JIC Staff
Disseminate information about animal care and animal shelters.	Work with the Department of Public Safety to ensure information about animal care and sheltering is accurate and consistent	JIC Staff

(Office of) Community Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with activation of emergency shelters and identification of food resource needs within the affected areas of the community	Identify emergency shelters and food supply/resources, to include planning for special needs; Disburse information to neighborhoods through telephonic, email and/or social media means; Partner with community organizations to disburse information; Identify appropriate service providers & facilities.	Manager; Housing Rehabilitation Specialist; Senior Management Analyst; Senior Neighborhood Outreach Specialist; Grant Program Coordinator; Neighborhood Resource Supervisor
Assist with the coordination and distribution of food supplies.	Coordinate food distribution efforts with emergency shelters and food banks; Partner with the Community Interfaith Council and other community organizations to assist with the distribution of food supplies.	Grant Program Coordinator; Senior Neighborhood Outreach Specialist; Neighborhood Resource Supervisor
Assist with records relevant to food ordering and distribution.	Coordinate with emergency shelters and food banks, to include planning for special dietary needs and accommodations of residents; Receive reports from food distributors to report to Emergency Command Center.	Management Analyst; Neighborhood Resource Supervisor
Assist with the management and distribution of disaster food stamp services within the affected areas of the community.	Coordinate with the Division of Welfare and Supportive Services for the distribution of food stamps and other supportive benefits (e.g., medical assistance and in-home care services); Disburse information to neighborhoods through telephonic, email and/or social media means.	Grant Program Coordinators; Neighborhood Resource Supervisor

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services where feasible.	IT Director or designee
Ensure Animal Foundation software system is operational.	Ensure application remains available during emergency.	IT Manager

Parks and Recreation Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Coordinate the acquisition and distribution of food supplies at emergency shelters and other designated distribution sites.	Determine which sheltering facilities have commercial kitchens; Determine food inventory available; Identify qualified food preparation staff	Center Coordinators, P&R Managers, P&R Supervisors, Red Cross, Health District
Activate and manage emergency shelters as outlined in ESF #6.	See ESF #6	Department Director or designee Center Coordinators, Managers, Supervisors
Identify food resource needs and communicate needs accordingly.	Coordinate with EOC and emergency volunteer agencies for food supplies.	Department Director, designee

Coordinate with the Health District for the storage of unused food resources at emergency shelters and other designated distribution sites.	Determine appropriate locations: <u>Commercial Kitchens</u> : Doolittle Community/Senior Center, East Las Vegas Community Center, LV Senior Center. <u>Mid-Size Kitchens</u> : Stupak Community Center, Centennial Hills Active Adult Center, Veteran's Memorial Center, Lieburn Senior Center, Mirabelli Community Center.	EOC Representative, P&R Managers,P&R Supervisors
Maintain surveillance of food sanitation and waste disposal needs.	Coordinate with Republic Services and Southern Nevada Health District (bio-waste)	P&R Managers; P&R Supervisors; Operations and Maintenance
Maintain records relevant to food ordering and distribution for reimbursement processing.	Coordinate with Department Budget Analyst and Purchasing & Contracts, Finance & Business Services for food ordering and delivery; Reconcile expenditures	P&R Budget Analyst, P&R Managers, P&R Supervisors
Assist in the development of Pet and Service Animal Center	Assist in the development and implementation of a reunification center. Identify veterinary services willing to volunteer to staff and serve in the shelter	D&E Animal Control; Animal Foundation; P&R Managers and Supervisors

Public Safety Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Notification, activation, coordination and mobilization of all supporting agencies.	Establish incident management objectives for animal care.	Animal Control Unit
Organization, assignment and staffing of animal care facilities including the Regional Mobile Animal Shelter.	Develop and maintain procedures for the staffing and use of animal care facilities.	Animal Control Unit
Providing or tasking resources to support veterinary and animal care needs in an emergency environment.	Determine whether resources beyond local capability must be requested.	Animal Control Unit
Storage of animal remains until disposal is arranged.	Activate strict quarantine of contaminated storage facility	Animal Control Unit and relative medical and emergency authorities
Coordination of animal and family reunification.	Verify ownership, licensing, vaccinations, etc., return animals.	Animal Control Unit
Manage the evacuation and care of animals.	Assist emergency response personnel with animal related problems, impound animals, provide appropriate enforcement services, coordinate emergency vet care.	Animal Control Unit and relative volunteer agency

Emergency Support Function #12

Energy

Definition: Facilitate restoration of energy systems following a disaster or significant event.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Predetermine critical facilities and essential services that require sustainable energy/fuel resources in order to conduct life-saving operations and to maintain public health and safety and continuity of government.	Assist departments of Public Works, Operations & Maintenance to confirm the provision of sustainable energy/fuel resources	Emergency Management Administrator; Emergency Management Officer; Chief of Staff; Deputy Director; Management Analysts
Determine when tiered conservation measures, emergency shelters and other emergency services are activated throughout the city.	Coordinate with local utility companies, including gas, power and water	Emergency Management Administrator; Emergency Management Officer; Chief of Staff; Deputy Director; Management Analysts
For facilities operating on renewable energy, assess status	Identify utility disconnections and direct utilities to reconnect services	Management Analysts
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal and external sources for display and analysis.	EM Management Analyst
	Work with partner agencies to facilitate GIS data sharing from public and private sources.	

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide staff at EOC and establish a Joint Information Center (JIC), as needed.		Public Affairs Office Staff; JIC Staff
Coordinate public alerting and issuance of official statements by city staff and elected officials, and manage the various alerting systems.	Respond to media inquiries; Write and disseminate press releases; Update the city's website; Update social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Monitor media reports; Identify contacts at NV Energy and Southwest Gas.	Public Affairs Office Staff; JIC staff; KCLV Channel 2 Staff.

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Coordinate restoration of telecommunications systems after outages	Consider logistical needs for 24x7 operations	IT Manager
Coordinate protection of telecommunications system integrity during impending or in-progress brownouts/blackouts	Work with telecommunications vendors to ensure city infrastructure receives priority during outages	IT Manager
Assist with other communications activities, as outlined in ESF #2	See ESF #2	IT Manager

Operations & Maintenance Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Respond to the EOC during a major disaster or emergency to manage the energy/fuel related issues.	Maintain generator availability and functionality	Facilities Manager
Coordinate the acquisition, distribution and storage of generators and other emergency energy resources.	Obtain 3rd party resources if necessary.	Facilities Manager
Maintain and implement use of generators at emergency support facilities.	Ensure generators have adequate fuel supplies and are in working order.	Facilities Manager

Collect, analyze and report information relative to energy/fuel outages and develop mitigation plans.	Report status of supplies and identify additional supply sources	Fleet Manager
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Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Develop and maintain plans to operate and refuel generators that support the Detention Center.	Continued maintenance checks of generators in coordination with Operations & Maintenance.	DPS Facility Maintenance Staff
Assist evacuation (safe and orderly flow of movement) and security of city facilities affected by long-term energy outages.	Coordinate with on-site CLV staff to facilitate evacuation, secure building, post notice of the closure and duration to the public.	Deputy City Marshal Unit, with other assistive City Departments
Coordinate security support for city operated energy/fuel storage locations.	Identify specific sites and fuel/energy sources; assess vulnerability of site and staff, maintain stationary or routine patrols, accordingly	Deputy City Marshal Unit and private security

Public Works Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Assist with acquisition, distribution and storage of generators and other emergency energy/fuel resources.	Support Operations & Maintenance with generator assets, as available	Assistant Traffic Manager
Provide temporary signage at intersections and other critical locations when traffic signals and other devices are inoperable.	Assess and determine need for temporary signage through contractor and in-house personnel resources	Assistant Traffic Manager
Coordinate emergency activities of the Freeway & Arterial System of Transport (FAST) and notify EOC.	Synchronize signals and coordinate control of CCTV and dynamic message signage	Assistant Traffic Engineer, Assistant Traffic Manager

Emergency Support Function #13

Public Safety/Law Enforcement Annex

Definition: Provide law enforcement activities in affected areas, and security protection for responding agencies.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Serve as liaison to LVMPD and other law enforcement agencies.	Receive and analyze sensitive information specific to the emergency	Emergency Management Administrator
Furnish resources to support Public Safety and Security functions and missions.	Receive, process and implement resource requests.	Emergency Management Administrator; Emergency Management Officer; EM Management Analysts
	Coordinate with Department of Public Safety Marshals to ensure safety and security at critical facilities, shelters and mass care locations during all phases of incident/emergency.	
Provide geospatial support and analysis capabilities as required.	Provide, receive and compile GIS datasets from internal and external sources for display and analysis.	EM Management Analyst
	Work with partner agencies to facilitate GIS data sharing from public and private sources.	

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the city's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure the City of Las Vegas complies with all federal, state and local laws to maximize community recovery and minimize liability exposure; Report legal opinions and advice to EOC.	City Attorney Staff; EOC Representative
Prepare required legal documents for relief and recovery efforts, including emergency declarations and resolutions.	Maintain compliance with applicable laws concerning emergency declarations and resolutions to ensure federal and state assistance as necessary.	City Attorney staff Transactions

Prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identify that appropriate agreements are in place, in compliance and maintained to provide appropriate support during response and recovery operations.	City Attorney staff Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost recovery.	City Attorney staff Document Support Paralegals
Prosecute suspects who are accused of violating laws during emergencies and/or disasters.	Work with law enforcement to gather evidence for prosecutions/trials.	City Attorney staff Criminal Division

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
In support of law enforcement agencies, disseminate important information to the public.	Establish contact with the appropriate law enforcement agency.	JIC Director; Public Information Officer

(Office of) Community Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Serve as liaison to local communities during and after a civil disturbance, as safety permits.	Coordinate intervention and mediation efforts with faith based community and other community based organizations; Organize community town halls; Serve as a liaison between residents and service providers.	Senior Neighborhood Outreach Specialist; Grant Program Coordinator; Housing Rehabilitation Specialist; Senior Management Analyst; Neighborhood Resource Supervisor

Economic & Urban Development Role: Support

RESPONSIBILITIES	TASKS	WHO
In cooperation with the Department of Finance, serve as the liaison to local businesses and area Chambers of Commerce to assess damages to the local economy following a civil disturbance.	Contact Las Vegas, Asian, Latin and Urban Chambers of Commerce to solicit assistance.	Business Development & Redevelopment staff

In cooperation with Parks and Recreation, assist in the implementation of family shelter for staff.	Assist in the identification of staff in need of assistance.	EUD administrative staff
In cooperation with Parks and Recreation, assist in the implementation of pet and animal sheltering for staff.	Assist in the identification of staff in need of assistance.	EUD administrative staff

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: Support

RESPONSIBILITIES	TASKS	WHO
Participate in ICS operations	Assign personnel to ICP. Provide a representative to the EOC to participate in the Operations and IAP functions.	Deputy Chief of Emergency Services; Executive Staff
Provide CBRNE, fire suppression, special operations, technical rescue and EMS support services for law enforcement operations	Respond and mitigate as appropriate	Chief of Operations; Chief of Operational Support; Chief of Special Operations; Fire Responders
Investigate crimes involving arson	Respond and investigate. In coordination with law enforcement agencies, arrest and detain suspects.	Deputy Chief of Emergency Services; Chief of Arson/Bomb Squad; Arson Investigators
In close coordination with law enforcement agencies, manage and direct bomb squad, as required	Respond and render safe	Bomb Squad; Nevada CBRNE Task Force; Chief of Arson/Bomb Squad; Deputy Chief of Emergency Services

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services wherever feasible	IT Director or designee
Provide geospatial support and analysis capabilities as required	Provide, receive and compile GIS datasets from internal and external sources for display and analysis	Sr. GIS Analyst

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide law enforcement personnel and equipment to primary jurisdiction agencies	Coordinate through the EOC	Criminal Division Manager, Marshal Lieutenant or designee
In support of law enforcement agencies, coordinate with the Office of Communications to disseminate important information	Establish contact with the appropriate law enforcement agency and Joint Information Center.	Criminal Division Chief, Marshal Lieutenant or designee
Initiate or assist in the initiation of emergency response procedures within and around the RJC to include, but not limited to: lockdown, evacuation, building search, threat elimination, perimeter control, crowd control, rescue, hostage negotiation, and crisis intervention.	When possible, coordinate response with Clark County Deputy Marshals, Las Vegas Metropolitan Police Department, Las Vegas Fire and Rescue, Clark County Fire Department, and other agencies on scene or at a command post.	Criminal Division Chief, Marshal Lieutenant or designee

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with evacuation procedures, traffic control, and other transportation needs, as outlined in ESF #1.	Provide equipment and resources for traffic control and evacuations.	Streets Manager
Coordinate debris and refuse removal from area to minimize arson potential during a civil disturbance.	Provide equipment and resources.	Streets Manager
Participate in Damage Assessment Teams (DAT), inspect buildings and facilities for damage following civil disturbance.	Provide equipment and resources.	Facilities Manager
Provide other field services and transportation support, as outlined in ESF # 1 and #3.	Provide equipment and resources.	Deputy Director

Public Safety Role: Primary

RESPONSIBILITIES	TASKS	WHO
Enforce all laws, regulations, and ordinances as authorized and/or mandated by legislation.	Enforcement of state and local laws; Enforcement of animal control municipal ordinances; Enforcement of municipal parking ordinances	Deputy City Marshal; Animal Control; Parking Enforcement
Participate in field incident command post and unified ICS operations.	Attend all briefings and relay pertinent information	DCM Sergeant or Lieutenant
Coordinate with other law enforcement and supporting agencies.	Attend all briefings and relay pertinent information	DCM Sergeant or Lieutenant
Establish and enforce perimeters around incident scenes.	Set up perimeters using barricades, cones and/or patrol vehicles.	Minimum of two deputy city marshals per operational period
Provide security at City-owned or operated facilities where emergency operations such as sheltering, mass care or materials staging is in progress.	Establish stationary patrols.	DCM
Operate and maintain the municipal Detention Center.	Provide routine duties.	Corrections Officer
Investigate crimes. Arrest and detain suspects accordingly.	Warn, cite and arrest as necessary.	DCM and LVMPD
Establish and maintain mutual aid agreements with other law enforcement agencies that can be activated in a major disaster or emergency.	Review and update all mutual aid agreements; Attend regularly scheduled meetings to establish contingency plans; Ensure agency participates in valley wide exercises at least annually.	DPS Chief and Division Chiefs; CLV Emergency Manager
Oversight of contracted security personnel	Aid in the identification and management of contracted services for public safety missions	DCM

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with evacuation procedures, traffic control and other transportation needs, as outlined in ESF#1.	Develop traffic control plan and transportation routes	City Traffic Engineer; Assistant Transportation Manager
Participate in Damage Assessment Teams (DAT) to inspect buildings and facilities for damage following a civil disturbance.	Coordinate with Building & Safety to evaluate extent of damage, then direct corrective action	City Engineer in coordination with Director of Building & Safety or designee
Assist with traffic control and evacuation procedures, as available.	Develop traffic control plan and transportation routes	City Traffic Engineer; Assistant Transportation Manager
Provide other Public Works functions and transportation support, as outlined in ESF#1 and ESF#3.	Refer to ESF #1 and ESF #3 TASKS	City Traffic Engineer; Assistant Transportation Manager; City Engineer

Emergency Support Function #14

Community Recovery Annex

Definition: Provide short & long-term recovery assistance to affected areas of the community, assess economic impacts, conduct mitigation analysis and implement risk reduction programs.

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Serve as city's liaison to local, state and federal agencies	Coordinate with Departments of Economic & Urban Development, Public Works and Parks and Recreation to ensure dissemination of information to local, state and federal leadership	Emergency Management Administrator; Emergency Management Officer; Chief of Staff; Deputy Director; Council liaisons; Government Affairs Unit; EM Management Analysts
Document recovery activities being managed by various departments and agencies affected by the disaster	Prepare daily report regarding community recovery activities	Management Analysts; City Council Ward Staff; Administrative Secretaries
Facilitate disaster relief and recovery efforts for designated personnel	Conduct response and recovery training during all city employee shifts	Organizational Development Unit; EM Management Analysts
Secure resources for recovery efforts	Assign liaisons to facilitate resource deliveries	Special Events Unit and Municipal Marketing Staff
Secure volunteers for recovery efforts	Work with volunteer organizations such as Volunteer Organizations Active in Disaster (VOAD), Team Rubicon, American Red Cross and Red Rock Search and Rescue	EM Management Analyst(s)

Building and Safety: Support

RESPONSIBILITIES	TASKS	WHO
Lead agency for assessing damage to private homes and businesses	Complete a comprehensive assessment of damage on a street by street basis; compile written reports and transmit the information to the EOC. (See Appendices G & H)	Inspections Manager <ul style="list-style-type: none"> - Inspections Supervisors - Combination inspectors - Electrical Inspectors Permits Manager <ul style="list-style-type: none"> - Structural Plans Examiners
Assist Public Works in the assessment of damage to City streets, rights-of-way, roads, bridges, overpasses, flood control facilities, etc.	Provide personnel for Damage Assessment Teams as needed by the Public Works Department. (See Appendices G)	Inspections Manager <ul style="list-style-type: none"> - Construction Inspection Supervisor - Construction Inspectors

City Auditor's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure internal controls over cost recovery activities are in place and followed during emergency/disaster efforts.	Monitor the adequacy of the internal controls being implemented by city departments to ensure adequate documentation has been created and maintained for cost recovery.	City Auditor Staff
Maintain records and reports related to department activities.	Document results of monitoring activities and communicate to appropriate management.	City Auditor Staff
Assist with information and planning relative to long-term restoration and recovery efforts.	Document restoration and recovery activities as deemed necessary to maximize cost recovery.	City Auditor Staff

(Office of) Communications Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish JIC as needed to disseminate public information.	Identify resources available to the public and disseminate information about those resources through city communications channels; Identify resources for businesses and disseminate information about those resources through city communications channels; Alert the public about areas still in recovery.	Public Affairs Office staff; JIC staff.

(Office of) Community Services Role: SUPPORT

RESPONSIBILITIES	TASKS	WHO
Serve as liaison to residents and neighborhoods throughout community.	Coordinate canvassing efforts with neighborhoods to disburse important information on programs, assistance and community resources; Disburse information to neighborhoods through telephonic, email and/or social media means; Relay Information to residents on cleanup efforts and services available.	Community Services Manager; Senior Neighborhood Outreach Specialist; Housing Rehabilitation Specialist; Management Analyst II; Neighborhood Resource Supervisor

During post-disaster recovery period: Assist residents to access emergency federal aid and other social services.	Serve as liaison between federal agencies and residents; Serve as liaison between federal agencies and service providers; Coordinate canvassing efforts with neighborhoods to disburse important information on programs, assistance and community resources; Disburse information to neighborhoods through telephonic, email and/or social media means.	Management Analyst II; Housing Rehabilitation Specialist; Senior Neighborhood Outreach Specialist; Grant Program Coordinator; Neighborhood Resource Supervisor
Serve as liaison to homeless community in post-disaster environment.	Disburse information to service providers, clients and other human services entities to ensure needs of homeless are addressed	Grant Program Coordinator; Senior Neighborhood Outreach Specialist; Neighborhood Resource Supervisor

Economic & Urban Development Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Serve as the city's liaison to the business community.	Initiate assessment surveys and set up business assistance seminars.	Business Development staff
Serve as the city's liaison to the U.S. Small Business Administration (SBA) during post-disaster recovery process.	Determine who needs assistance via surveys or incoming calls.	Business Development staff
Support local business owners with the restoration of their businesses.	Determine who needs assistance. Facilitate needs. Use Hansen to assist. Develop list of businesses by geography.	Business Development & Redevelopment division staff
Provide temporary signage for business assistance locations.	Identify businesses that require temporary signage and assist via VIP program.	EUD Asset Management division
Maintain records and reports related to department activities.	Compile data for incident commander.	EUD administrative staff
Establish and maintain current resource lists related to EUD equipment and functions.	Develop list and create appendix.	EUD Asset Management division
Serve as the city's liaison to the Environmental Protection Agency (EPA) relative to sites that may require assistance because of emergency.	Identify businesses that require EPA assistance.	Redevelopment staff

Establish business assistance locations.	Identify sites, centralized web resources and IT equipment for communications.	EUD's Technical User Committee (TUC)
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Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure 24-hour hotline for disaster donations and temporary loans of special equipment from area businesses	Provide telephone line for receipt of donations and, if possible, coordinate the loans of special equipment to area businesses	IT Manager
Create and maintain a secure website listing for available resources	Provide web capability, if requested, for available resources	IT Manager
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services where feasible.	IT Director or designee
Provide geospatial support and analysis capabilities as required	Provide, receive and compile GIS datasets from internal and external sources for display and analysis	Sr. GIS Analyst

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support in assisting with applicable grants and grant support as related to pre and post disaster mitigation.	In coordination with the EOC, assign personnel to assist with preparing grant applications and managing grant program funds as received.	Municipal Court Administration Grant Coordinator

Provide finance/accounting analytical support.	In coordination with the EOC, assign staff to assist with preparing grant applications and managing grant program funds as received.	Municipal Court Administration Budget Analyst
Provide general analytical support	In coordination with the EOC, assign staff to general research, evaluation, and reporting functions as needed.	Municipal Court Executive Team

Operations & Maintenance Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Serve as lead department for assessing damage to city maintained buildings and infrastructure.	In coordination with Public Works and Building & Safety departments, assess damage to buildings, roads, bridges, sewers, flood control facilities and infrastructure	Deputy Director; Environment Manager of Water Pollution Control (WPC) facility
Support post-disaster clean up and community restoration process by providing fleet service, facilities management, park & open spaces maintenance and street & sanitation assistance.	Provide debris removal for streets, facilities and park areas.	Deputy Director

Parks and Recreation Role: SUPPORT

RESPONSIBILITIES	TASKS	WHO
Identify potential locations for recovery activities.	Coordinate with City Manager's Office and the Office of Community Services to determine center activities	P&R Department Director or designee

Planning Role: Support

RESPONSIBILITIES	TASKS	WHO
Evaluate how master plan and zoning code can assist in recovery efforts	Review Las Vegas Master Plan for goals and policies relative to disaster recovery and development; evaluate zoning code for any barriers to recovery efforts.	Planning Director or designee
Assist small businesses impacted by an emergency or disaster	Implement a penalty forgiveness policy for business licenses paid late.	Business Licensing Manager or designee
Conduct interviews with businesses and complete FEMA documentation.	Comply with FEMA reporting requirements to assist business recovery.	Business Licensing Manager or designee

Continue providing services in the event the Development Services Center is rendered inoperable.	Implement Continuity of Operations Plan (COOP)	Planning Director or designee
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Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with labor resources through inmate population	Debris management	Detention Lieutenants, Corrections Officers and assigned inmates

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Serve as lead department for assessing damage to City streets, rights-of-way, roads, bridges, overpasses, flood control, and sewer facilities, etc.	Determine extent of damage and prepare remedial plan, including the identification of funding sources	City Engineer, Assistant City Traffic Engineer

Youth Development and Social Innovation Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Serve as Liaison to the Clark County School District (CCSD) and other Youth related organizations in post-disaster environment.	Coordinate canvassing efforts with the Clark County School District (CCSD) and other Youth related organizations to disburse important information on programs, assistance and community resources.	YDSI Director, Administrative Officer & YDSI Team
	Disburse information to CCSD and other Youth Related organizations through telephonic, email and/or social media means.	
Serve as Liaison to the Faith Based community in post-disaster environment.	Disburse information to Faith Based Leaders/Organizations to ensure needs of the community are addressed	YDSI Director, Administrative Officer & YDSI Team
Serve as Liaison to YDSI Community Partners/Organizations in post-disaster environment.	Disburse information to YDSI Community Partners/Organizations to ensure needs of the community are addressed	YDSI Director, Administrative Officer & YDSI Team.
Maintain records and reports related to department activities.	Compile data for incident commander.	YDSI Administration Team
Establish and maintain current resource lists related to YDSI equipment and functions.	Develop list and create appendix.	YDSI Director, Administrative Officer & YDSI Team.

Emergency Support Function #15

Emergency Public Information Annex

Definition: Provide emergency public information and coordinate media affairs through a Joint Information Center (JIC).

(Office of) Administrative Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Request JIC activation	Confirm JIC activation	Chief of Staff; Emergency Management Administrator
Support City Manager's Office for administering the activities of the EOC and JIC	Ensure frequent updates to City Council and to City Manager's Office and	Emergency Management Administrator; Emergency Management Officer; Office of Administrative Services management; Council liaisons; Council Executive Assistants; Administrative Officer; Management Analysts
	Conduct regular briefings with City Manager's Office and with City Council	
	Disseminate information (approved by Department Director of Communications and Emergency Management Administrator) to elected leadership at local, state and federal levels	
	Disseminate information (approved by Department Director of Communications and Emergency Management Administrator) to constituents, who directly contact council offices	
	Monitor public reaction of disseminated information and report concerns to EOC	
	Designate OEM representative to JIC	
Facilitate the issuance of emergency declarations, public alerting and official statements and press releases	Ensure JIC is aware of all media sensitive information, prior to taking action	Director, Deputy Director, Administrative Officer Legislative Officer, Emergency Management Administrator
	Disseminate information (approved by Office of Communications Director and Emergency Management Administrator) to constituents who directly contact council offices.	Chief of Staff; Deputy Director; Administrative Officer; Government Affairs Unit; Emergency Management Administrator; Management Analysts

Building and Safety: Support

RESPONSIBILITIES	TASKS	WHO
Participate in ESF #15 activities	Serve in supportive capacity to notify city residents, businesses, service providers.	Director, Managers
Support Department of Communications and JIC	Create communication tree and disseminate confirmed information through	Director, Managers

City Attorney's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide legal opinions and advice concerning the City's liabilities and legal responsibilities during and after a disaster or emergency.	Ensure City complies with all federal, state and local laws to maximize community recovery and minimize liability exposure; Report advice and opinions to JIC and EOC.	City Attorney Staff; EOC Representative
Prepare required legal documents for relief and recovery efforts, including emergency declarations and resolutions.	Maintain compliance with applicable laws concerning emergency declarations and resolutions to ensure federal and state assistance as necessary.	City Attorney Staff; Transactions
Work with Communications to prepare, review or monitor compliance with various contracts, interlocal and mutual aid agreements to support emergency response and recovery efforts.	Assist staff to identify that appropriate agreements are in place, in compliance and maintained to provide appropriate support during response and recovery operations.	City Attorney Staff; Transactions
Maintain records and reports related to department activities.	Document department emergency support activities as necessary to maximize cost recovery.	City Attorney Staff; Document Support; Paralegals

City Auditor's Office Role: Support

RESPONSIBILITIES	TASKS	WHO
Ensure internal controls over documentation of communication activities are in place and followed during emergency/disaster efforts.	Monitor the adequacy of the internal controls being implemented by city departments to ensure adequate documentation has been created and maintained.	City Auditor Staff
Maintain records and reports related to department activities.	Document results of monitoring activities and communicate to appropriate management.	City Auditor Staff

(Office of the) City Clerk Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist in the preparation and attestation of all legal documents, including emergency declarations and resolutions.	Work in conjunction with the Mayor and City Council, City Manager and City Attorney to ensure statutory compliance.	City Clerk or Chief Deputy City Clerk
Coordinate Public Meeting operations and related Open Meeting Law requirements during an emergency or disaster within the City of Las Vegas.	Work in conjunction with the Mayor and City Council, City Manager and City Attorney to ensure statutory compliance.	City Clerk or Chief Deputy City Clerk
Ensure public information regarding Public Meetings, proclamations and/or declarations are disseminated to media outlets.	Coordinate with the EOC and the JIC to disseminate Public Meetings, proclamations and/or declaration information.	City Clerk or Chief Deputy City Clerk

Office of Communications Role: PRIMARY

RESPONSIBILITIES	TASKS	WHO
Establish JIC as needed to disseminate public information	Respond to media inquiries; Write and disseminate press releases; Update the city's website; Update social media sites; Conduct news conferences; Broadcast information on KCLV Channel 2; Monitor media reports.	Public Information Office Staff; JIC Staff
Prepare official statements for city management, elected officials and other identified spokespersons for the city of Las Vegas.	Disseminate official statements through various communications platforms.	Public Affairs Office Staff; KCLV Staff
Provide specific assignments to the Public Information Officers and other staff assigned to the JIC.	Identify assignments and means for carrying them out.	JIC Director
Monitor media reports for rumors and accuracy.	Dispute and/or clarify inaccurate information; Confirm accuracy or rumors.	JIC Staff

(Office of) Community Services Role: Support

RESPONSIBILITIES	TASKS	WHO
Lend assistance to Joint Information Center and EOC operations, as requested.	Assign liaisons	Department Director or designee
Participate in ESF #5-1 activities	Serve in supportive capacity to notify city residents, businesses, service providers.	Neighborhood Resource Supervisor
Support Department of Communications and JIC	Create communication tree and disseminate confirmed information through available avenues	Department Director or designee

Office of Cultural Affairs Role: Support

RESPONSIBILITIES	TASKS	WHO
Lend assistance to Joint Information Center and EOC operations, as requested	Assign liaisons	Department Director or designee
Disseminate approved and accurate information to shelter locations	Coordinate with JIC and EOC to receive information	JIC Liaison; OCA Supervisor

Economic & Urban Development Role: Support

RESPONSIBILITIES	TASKS	WHO
Support Department of Communications and Joint Information Center.	Assign liaison to JIC.	Department Director

Finance Role: Support

RESPONSIBILITIES	TASKS	WHO
Locate and procure necessary equipment for relative ESF operations	Confirm with EOC, requests for equipment and facilitate procurement	Purchasing & Contracts Manager and designee(s)
Manage the financial aspects, including the tracking of contracting activities, damage and insurance claims, timecard activities, expense receipts, service invoices, payroll and any other expenditures that may be reimbursable through FEMA	Communicate coding system to All Exchange Users	Financial Services Manager
Ensure departments use TASK coding system for purchasing during response and recovery	Leverage existing contracts	Purchasing Manager

Fire & Rescue Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide support to the Joint Information Center (JIC)	Provide on-scene representative as liaison to JIC	Incident Commander; Public Information Officer
Provide emergency public information to the JIC, media and public	Ensure incident specific information is gathered and disseminated	Incident Commander; Public Information Officer

Human Resources Role: Support

RESPONSIBILITIES	TASKS	WHO
Assist with contacting off-duty personnel to report for emergency duty and coordinate volunteer members for disaster relief efforts.	Call or email city staff. Set up a centralized location to document volunteers.	HR Recruitment, Labor Relations and Employment Personnel Analysts, and clerical personnel if more than 4 days. Clerical includes Employment Customer Services Representatives, Risk and Benefits HR Technicians, Business Specialists Employment and Risk and Benefits, and United Way staff
Coordinate provision of Employee Assistance Program (EAP) and crisis intervention counseling at mass care shelters as outlines in ESF #6-Mass Care/Shelter	Contact current EAP provider, coordinate efforts, provide location and scheduling	HR Benefits Insurance Services Specialists and HR Technicians.
Manage citizen liability claims filed during the incident or due to the incident and/or workers' compensation claims	Set up remote off-site location for computer access and claims through Third Party Administrators	HR Risk Management Insurance Services Specialist and HR Technician

Information Technologies Role: Support

RESPONSIBILITIES	TASKS	WHO
Establish and maintain JIC and media room communications infrastructures, including but not limited to: computers, radios, telephones, FAX machines and video imaging equipment.	Provide equipment and infrastructure for JIC and other emergency communications and equipment.	IT Manager
Maintain and operate the city's website in conjunction with the Office of Communications to ensure that appropriate information is delivered to the public and media	Ensure LVALERT is available for use by Communications	IT Manager

Coordinate delivery of information with the JIC	Provide equipment and infrastructure for JIC and other emergency communications and equipment.	IT Manager
Participate in ESF #5 activities	Provide equipment and infrastructure for JIC and other emergency communications and equipment.	IT Manager
Provide technological support and access to critical systems and infrastructure	Work with relative departments to provide information technology infrastructure support and services wherever feasible	IT Director or designee
Provide geospatial support and analysis capabilities as required	Prepare any necessary products for press releases or informational displays	Sr. GIS Analyst

Municipal Court Role: Support

RESPONSIBILITIES	TASKS	WHO
Coordinate with the Office of Communication to inform public & legal community of court information, including, but not limited to: courtroom hours and location.	Establish contact and/or liaison to coordinate with the Office of Communications and/or Joint Information Center.	Court Public Information Officer (PIO) or designee
Inform defendants of changes to court dates/locations via available systems	Utilizing available technology, provide information via IVR phone system, website, local media, social media and/or signage at the courthouse.	Court Administrator, Court PIO or designee

Operations & Maintenance Role: Support

RESPONSIBILITIES	TASKS	WHO
Work with Office of Communications to inform the public of damaged areas.	Provide technical expertise to Joint Information Center when crafting emergency public information messages.	Department Director or designee

Parks and Recreation Role: Support

RESPONSIBILITIES	TASKS	WHO
Lend assistance to Joint Information Center and EOC operations, as requested.	Assign liaisons	Department Director or designee
Disseminate approved and accurate information to shelter locations.	Coordinate with JIC and EOC to receive information	JIC Liaison; P&R Supervisors

Planning Role: Support

RESPONSIBILITIES	TASKS	WHO
Lend assistance to Joint Information Center and EOC operations, as requested.	Provide information specific to department activities	EOC representative and assigned Public Information Officer; Senior Management
Provide community outreach	Use different communication platforms and visit ward areas as needed.	Code Enforcement; Business Licensing; Planning

Public Safety Role: Support

RESPONSIBILITIES	TASKS	WHO
Provide security at City-owned or operated facilities where emergency operations such as sheltering, mass care or materials staging is in progress.	Maintain stationary patrols at the established sites.	Minimum of two deputy city marshals per operational period
Develop and implement plans for parking and staging areas for media vehicles at the JIC and other media briefing locations.	Identify accessible, convenient parking options, distribute maps to media, JIC and other local, state and federal response agencies.	Parking enforcement

Public Works Role: Support

RESPONSIBILITIES	TASKS	WHO
Lend assistance to Joint Information Center and EOC operations, as requested.	Provide information specific to department activities	EOC representative and assigned Public Information Officer

**Youth Development and Social Innovation
Role: Support**

RESPONSIBILITIES	TASKS	WHO
Lend assistance to Joint Information Center and EOC operations, as requested.	Assign liaisons	Department Director or designee
Disseminate approved and accurate information to designated locations.	Coordinate with JIC and EOC to receive information	JIC Liaison
Participate in ESF #5-1 activities	Serve in supportive capacity to notify city residents, businesses, service providers.	YDSI Director, Administrative Officer and designees
Support Department of Communications and JIC	Create communication tree and disseminate confirmed information through available avenues	YDSI Director, Administrative Officer and designees

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EOC Activation

When activating the EOC, ensure the following steps are accomplished:

Action	Description	✓
1	Establish self as acting EOC Manager and follow “EOC Manager Checklist” until relieved by Emergency Management staff.	
2	Acquire ‘Situation Status’ from IC or dispatch @ (702) 229-0407.	
3	Confirm key City personnel have been notified, Including Clark County Emergency Management and other affected jurisdictions. *Refer to “Emergency Contact List”.	
4	Determine need for evacuation. Follow “Evacuation Checklist”.	
5	Activate EAS as needed following standard activation protocol. If an authorized EAS activator is not immediately available contact the National Weather Service @ (702) 263-9750 and request them to issue a back-up EAS activation.	
6	Turn-on computers. Turn-on TV monitors and tune to various news stations. Assure proper working order.	
7	Acquire weather forecast from National Weather Service.	
8	Establish EOC security by contacting Public Safety @ (702) 229-6444. Lock-down facility as needed.	
9	Assure adequate clerical staff is recalled to staff EOC telephones and documentation positions.	
10	Determine need for Joint Information Center (JIC) and contact City Public Information Officers (Office of Communications).	
11	Maintain EOC roster as personnel arrive. Initiate EOC identification system.	
12	Assure EOC position identification placards are conspicuous.	
13	Place appropriate maps, building pre-plans, and other visual aid materials appropriate for the situation.	
14	Maintain call logs and incident information for Status Reports.	
15	Maintain logs of all Emergency Management activities.	

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Manager of Emergency Operations Center (EOC Manager) Checklist - 2

When operating as the EOC Manager your responsibilities include:

Action	Description	✓
1	Assure “EOC Activation Checklist” is completed (see Checklist-1)	
2	Acquire ‘Situation Status’ from IC or dispatch @ (702) 229-0407.	
3	Confirm key personnel have been notified, Including Clark County Emergency Management and other affected jurisdictions.	
4	Activate EAS as needed following standard activation protocol. If an authorized EAS activator is not immediately available contact the National Weather Service @ (702) 263-9750 and request back-up EAS activation.	
5	Assure unified ICS established. Identify Incident Command (IC). Staff ICS positions as personnel arrive.	
6	Assure Incident Action Plan (IAP) and operational periods are established. *Assure safety priorities are established.	
7	Conduct periodic briefings with EOC Staff and Officials, including overview of EOC operations and responsibilities.	
8	Facilitate Declaration of Emergency or Disaster (see LVMC Title-2, Section 2.30.030). *Copy Clark County OEM.	
9	Assure activation of Emergency Support Functions (ESFs), as needed.	
10	Confirm status of EOC staff’s family members, property, etc. Arrange child & elder care as needed.	
11	Arrange meals for EOC staff.	
12	Arrange EOC schedules and staff rotations.	
13	Arrange crisis intervention counseling in EOC, as needed.	
14	Determine need for dignitary security & transportation. Confer with Department of Public Safety staff.	
15	Maintain logs of Emergency Management activities.	

FOR OFFICIAL USE ONLY – NOT FOR PUBLIC DISTRIBUTION**Emergency Operations Center (EOC) Briefing**

Action	Description	✓
1	Location of damage & threat.	
2	How bad is it? <ul style="list-style-type: none">• Total known injuries and fatalities.• Preliminary damage assessment.• What are the likely threats to life, health, property?• Threat likely to increase? What is worst-case scenario?• Is evacuation necessary?• Is EAS activation necessary?	
3	What actions have been taken? <ul style="list-style-type: none">• Number of staff working?• Equipment working?• Unified ICS established?• Emergency Support Functions (ESF) activated?	
4	What actions are planned? <ul style="list-style-type: none">• Weather conditions & forecast?• Environmental Protection Agency (EPA) monitoring? (air/water/soil)• Animal control needed?• Debris clearance needed?• Provisions for special populations, schools, hospitals.	
5	Can the incident be controlled with available City resources? <ul style="list-style-type: none">• Do we need County, State, or Federal assistance?• Emergency or disaster declared?	
6	How long will it take to restore order?	
7	What is the Incident Action Plan (IAP) including operational periods?	
8	Review basic EOC operations, responsibilities, and chain of command.	
9	Joint Information Center (JIC) & media update. <ul style="list-style-type: none">• What information has been released to the media?• Set & announce next press conference time/location	
10	Establish periodic briefing schedule. Set next briefing time.	

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City Manager EOC Member

The City Manager or designee shall:

Action	Description	✓
1	If not already done, order activation of the City's Emergency Operations Center (EOC). To determine the need consult: <ul style="list-style-type: none">• Fire Chief• Sheriff• Emergency Management Administrator• Public Works & Field Operations Directors	
2	Assure Mayor and City Council members are notified.	
3	Receive briefing from EOC Manager and/or Incident Commander.	
4	Order evacuations (see Evacuation checklist).	
5	Order the recall of off-duty City employees to mitigate the emergency.	
6	Facilitate the Mayor's declaration of disaster or emergency. LVMC Title-2, Section 2.30.030.	
7	Facilitate other emergency orders (ie: curfew, restricted sale of alcohol, gasoline, etc.) LVMC Title-2, Section 2.30.030(C)(E).	
8	Assure appropriate media notifications are conducted. LVMC Title-2, Section 2.30.030(G). <ul style="list-style-type: none">• Written posting outside City Hall; and,• Telephone notification of two (2) newspapers within the City; and,• Telephone notification of three (3) television stations and three (3) radio stations in Clark County; and,• When practicable, written notice in its entirety, 4 days each week in a newspaper, until termination of emergency/disaster.	
9	Conduct periodic briefings with Mayor and Council members. Coordinate with EOC Manager and Incident Commander.	
10	Liaison with Clark County and other affected jurisdictions.	
11	Meet with Finance Section Chief pertaining to incident financing.	
12	Issue periodic news releases. Coordinate with Joint Information Center (JIC) – Public Information Officer.	

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Mayor & Council EOC Member

The Mayor and Council Members shall operate as the “Policy Group”.
Responsibilities include:

Action	Description	✓
1	Report to the City Emergency Operations Center (EOC).	
2	Receive briefing from City Manager, EOC Manager, and/or Incident Commander.	
3	Formulate policy decisions and directives based upon the available intelligence. *Note: Decisions may be made on presumptive basis due to the nature, size, and complexity of the situation.	
4	Declare a major disaster or emergency pursuant to LVMC Title-2, Section 2.30.030 to acquire State/Federal Assistance.	
5	Declare other emergency orders (ie: curfew, restricted sale of alcohol, gasoline, etc.)	
6	Council Members should liaison with respective Wards pertaining to area-specific affects of the disaster/emergency.	
7	Liaison with Clark County government and other affected jurisdictions.	
8	Participate in periodic briefings to receive the latest information on the status of the disaster/emergency.	
9	Issue periodic press releases. Coordinate with Joint Information Center (JIC) – Public Information Officer.	
10	Declare termination of the disaster/emergency when appropriate.	

SAFETY		
11	Determine need for dignitary security and transportation for yourself and family. Confer with Department of Public Safety staff.	
12	If touring the disaster area, confer with Safety Officer to determine need for appropriate level of safety apparel.	

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Incident Commander (IC)

When operating as the Incident Commander (IC) in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Incident Commander (IC). Obtain briefing from previous field IC.	
2	Activate components of unified Incident Command System.	
3	Assess incident situation and need for additional resources.	
4	Coordinate with EOC Manager and conduct initial briefing.	
5	Brief command staff and section chiefs on expectations.	
6	Assure Incident Action Plan (IAP) and operational periods are established. *Assure safety priorities are established.	
7	Coordinate staff activity.	
8	Manage incident operations.	
9	Approve requests for additional resources and release of such.	
10	Authorize release of information to the media. Coordinate with JIC personnel and City management & officials.	
11	Approve plan for demobilization.	
12	Maintain activity logs.	

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Safety Officer (EOC)

When operating as the Safety Officer in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Safety Officer. Obtain briefing from IC.	
2	Identify hazardous situations associated with the incident.	
3	Participate in Planning Section meetings to establish safety priorities within Incident Action Plan (IAP).	
4	Conduct safety briefing(s)	
5	Identify potentially unsafe situations in EOC. Coordinate with Department of Public Safety relative to EOC security.	
6	Coordinate with EOC Manager regarding provision of Crisis Intervention Counseling within EOC.	
7	Exercise emergency authority to stop & prevent unsafe acts.	
8	Investigate accidents that have occurred within EOC area. Coordinate investigation of accidents that occur in the incident area.	
9	Review and approve Medical Plans for emergency responders.	
10	Determine need for dignitary security & transportation. Confer with Department of Public Safety staff.	
11	Maintain activity logs.	

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Liaison Officer (EOC)

When operating as the Liaison Officer in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Liaison Officer. Obtain briefing from IC.	
2	Provide a point of contact for assisting/supporting agency representatives.	
3	Provide a point of contact for State and Federal agencies.	
4	Identify representatives from each agency, including communications mode and location.	
5	Respond to requests from incident personnel for inter-organizational contacts.	
6	Monitor incident operations to identify current or potential inter-organizational problems.	
7	Maintain activity logs.	

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Operations Section Chief (EOC)

When operating as the Operations Section Chief in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Operations Section Chief. Obtain briefing from IC.	
2	Develop operations component of Incident Action Plan (IAP). Coordinate with Planning Section. *Assure safety priorities are established.	
3	Brief & assign operations personnel in accordance with IAP.	
4	Supervise operations.	
5	Determine need and request additional resources through IC.	
6	Review suggested list of resources to be released and initiate demobilization as approved.	
7	Assemble and disassemble strike teams assigned to Operations.	
8	Report information about special activities & events to IC.	
9	Maintain activity logs.	

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Planning Section Chief (EOC)

When operating as the Planning Section Chief in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Planning Section Chief. Obtain briefing from IC.	
2	Review Emergency Support Function (ESF) #5 in the Emergency Operations Plan.	
3	Activate Planning Section units based upon agencies involved and ESF's activated.	
4	Establish information requirements and reporting schedules for all ICS & ESF positions for use in preparing the Incident Action Plan.	
5	Acquire weather conditions and forecasts.	
6	Supervise preparation of IAP including <ul style="list-style-type: none">• Establish objectives.• Plot control lines and division boundaries.• Specify tasks for each division.• Specify resources for each division.• Establish communication plan including tactical frequencies.• Establish safety priorities.	
7	Assemble information on alternate strategies.	
8	Identify need for specialized resources.	
9	Provide periodic predictions on incident potential.	
10	Compile & display incident status summary information.	
11	Advise IC and staff of significant changes in the incident.	
12	Establish incident traffic plan.	
13	Prepare demobilization plans for IC.	
14	Maintain activity logs.	

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Logistics Section Chief (EOC)

When operating as the Logistics Section Chief in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Logistics Section Chief. Obtain briefing from IC.	
2	Plan organization of Logistics Section. Review Emergency Support Function (ESF) #7 in Emergency Operations Plan.	
3	Assign work locations and preliminary tasks to subordinates.	
4	Participate in development of Incident Action Plan (IAP) to determine logistic needs. Coordinate with Planning Section.	
5	Identify “service” and “support” requirements for the IAP.	
6	Coordinate and process requests for additional resources.	
7	Review IAP and estimate section needs for next operational period.	
8	Report on current service and support capabilities.	
9	Review demobilization plan and identify resource needs.	
10	Maintain activity logs and financial records.	

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Finance Section Chief (EOC)

When operating as the Finance Section Chief in the EOC your responsibilities include:

Action	Description	✓
1	Identify self as Finance Section Chief. Obtain briefing from IC.	
2	Review Emergency Support Functions (ESF) #5 and #7 in the Emergency Operations Plan.	
3	Conduct brief with responsible agency representatives to gather information. Develop an operating plan for Finance.	
4	Identify resource needs for Finance Section. Order through Logistics Section.	
5	Coordinate with Logistics Section relative to collection of expenditure records and receipts.	
6	Participate in Planning Section meetings to provide cost analysis.	
7	Assure that all personnel time records are maintained to all Departments and supporting agencies.	
8	Participate in all demobilization planning to determine financial needs.	
9	Assure that all obligation documents that are initiated within the incident operations are properly prepared and completed.	
10	Brief City management and officials on all incident related business relative to financial matters.	
11	Initiate grant applications for cost recovery and mitigation financing.	
12	Maintain activity logs and financial records.	

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Evacuation

Whenever possible, evacuations should be conducted in daylight.

Action	Description		✓
1	Determine evacuation boundaries: <ul style="list-style-type: none">• North, south, east, west.• Try to divide into sub-areas (immediate – potential)		
2	Determine how much time is available to conduct evacuations.		
3	Determine evacuation mode: <ul style="list-style-type: none">• Physical evacuation.• Shelter in-place.		
4	Consider evacuation risks: <ul style="list-style-type: none">• Unsafe driving conditions.• Exposure to harmful products or conditions.		
5	Evaluate population in evacuation area. <ul style="list-style-type: none">• Special needs groups?• Hospitals – Care facilities?• Schools?• Large assemblies? (stadiums, theaters, malls, etc)		
6	Coordinate with emergency shelter operations to receive evacuees (see Emergency Support Function #6 in the Emergency Operations Plan).		
7	Determine appropriate travel routes and arrange traffic control and enforcement (police officers, barricades, signage, etc.)		
8	Determine need for supplemental transportation assets (see Emergency Support Function #1 in the Emergency Operations Plan).		
9	Determine mode of public warning and format message. <ul style="list-style-type: none">• Emergency Alert System (EAS)• Emergency Notification System• Media broadcasts		
	<ul style="list-style-type: none">• Describe problem.• What to do.• Where to go.• What to take.	<ul style="list-style-type: none">• Precautions.• Travel instructions.• Consider non-English; hearing/vision impaired.	
10	Assure emergency evacuation orders are declared.		

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Preliminary Damage Assessment Team (DAT)

Action	Description	✓
1	People <ul style="list-style-type: none">• Number of injuries• Number of fatalities• Number of missing• Number of homeless/displaced• Number sheltered	
2	Transportation infrastructure (roads, bridges, airports, rail, etc.)	
3	Water supplies and distribution systems	
4	Sanitation (sewer systems)	
5	Flood control systems	
6	Energy infrastructures <ul style="list-style-type: none">• Electricity• Gas (natural)• Petroleum	
7	Communication infrastructures <ul style="list-style-type: none">• Telephones (including 9-1-1 and wireless phone systems)• Television stations (including cable TV)• Radio stations• Computer networks• Public safety radio systems• Amateur radio systems	
8	Public facilities <ul style="list-style-type: none">• Schools• Hospitals/care facilities• Businesses• Public buildings• Public gathering/assembly facilities• Homes/residences	
9	Impacts on City Government <ul style="list-style-type: none">• Personnel• Equipment• Facilities• Services	
10	Compute estimated damage. To qualify for State assistance, damages to <u>uninsured</u> public property must equal or exceed \$3.57 per capita population (ie: 628,711X \$3.57 = \$2.24 million) NRS 353.2753-54	

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**City of Las Vegas
Declaration of Disaster/Emergency Sequence Checklist**

***Note:** Action items 1-10 may occur sequentially or concurrently based upon the size and complexity of the event.

Action	Description	✓
1	Occurrence of emergency/disaster event has been confirmed.	
2	City Emergency Operations Plan (EOP) has been implemented.	
3	City Emergency Operations Center (EOC) has been activated.	
4	Event is significant. Mayor declares 'LOCAL EMERGENCY/DISASTER' in accordance with LVMC 2.30.030. <ul style="list-style-type: none">• City Attorney review and approve as to form.• City Clerk review and attest.• Clark County Office of Emergency Management notified.	
5	Declaration of 'LOCAL EMERGENCY/DISASTER' presented to City Council within 48 hours from time of proclamation in accordance with LVMC 2.30.030(H).	
6	City Manager conducts public/media notification in accordance with LVMC 2.30.030(G).	
7	City resources have been overwhelmed (or expectant).	
8	Preliminary damage assessment (PDA) has been performed and reveals: 1. Damages to <u>uninsured</u> public property are equal to or exceed \$3.45 per capita population. (ie: 594,295 X \$3.45 = \$2.050 million) OR 2. Other catastrophic event with significant damage and/or loss of life.	
9	Mayor issues proclamation requesting Governor to declare "STATE OF EMERGENCY/DISASTER" to acquire State and/or Federal assistance. <ul style="list-style-type: none">• City Attorney review and approve as to form.• City Clerk review and attest.• Fax/forward to Governor via Nevada Division of Emergency Management (DEM) within 48 hours. Request shall include:<ul style="list-style-type: none">1. Copy of 'LOCAL EMERGENCY/DISASTER' declaration.2. Copy of preliminary damage assessment (PDA) report.	
10	Concurrently route 'STATE OF EMERGENCY/DISASTER' request through Clark County Office of Emergency Management in accordance with State of Nevada Comprehensive Emergency Management Plan.	

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LAS VEGAS DECLARING THAT A STATE OF
EMERGENCY EXISTS WITHIN SAID CITY AND DIRECTING
THE ACTIVATION OF SAID CITY'S
EMERGENCY MANAGEMENT PLAN**

WHEREAS, The City Council of the City of Las Vegas has been informed that (Describe Emergency)
has occurred within said City; and

WHEREAS such (Describe Emergency) represents a disaster emergency and is a substantial
and imminent peril to said city and to the residents thereof and the property therein; and

WHEREAS, the City Council of said City hereby finds that it will be necessary to take appropriate
action to protect the public peace, health and safety, and to preserve the lives and property, of the residents
of said city; and

WHEREAS, in light of the exigencies of this disaster emergency, said City Council further finds that it
will be necessary to take such action without regard to the formalities which are prescribed by law.

NOW, THEREFORE, BE IT RESOLVED AND DECLARED by the City Council of the City of Las Vegas that
a state of emergency exists as of time a.m., (day of week), (month and date), 2xxx__, within said city;
and

IT IS THEREFORE ORDERED that the Coordinator of Emergency Operations of said city be, and he
hereby is, authorized, empowered and directed to activate said city's Emergency Management Plan, and he
is further authorized, empowered and directed to undertake such emergency management operations and
to take such other and further actions as may be necessary or appropriate in order to respond to such
emergency and to implement the provisions of said plan.

PASSED, ADOPTED and APPROVED this ____ day of _____, 2xxx__.

CITY OF LAS VEGAS

By _____, Mayor

ATTEST:

By _____, City Clerk

Council members present and voting:

	Aye	Nay
Mayor _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

PROCLAMATION OF DISASTER EMERGENCY
ORDERING PROHIBITIONS

WHEREAS, it appears that a disaster, as defined in the Las Vegas Municipal Code 2.30.020(a), exists requiring emergency operations within the City of Las Vegas; and

WHEREAS, said disaster represents a threat to the safety and welfare of the citizens of Las Vegas as well as a threat to their property within the City; and

WHEREAS, the existence of this disaster threatens the ability of public safety authorities to maintain public order or afford adequate protection for lives or property.

NOW, THEREFORE, by this Proclamation, a State of Disaster Emergency is hereby declared as of "TIME OF DAY", __.m. on this "DAY OF MONTH" day of "MONTH", 2xxx__.

Pursuant to the proclaimed State of Disaster Emergency, the restrictions designated below are hereby imposed, subject to any parameters specifically indicated:

1. The prohibition or regulation of the possession off one's own premises of explosive, firearms, ammunition, or dangerous weapons of any kind, and the prohibition of the purchase, sale, transfer or other disposition thereof. _____

2. The prohibition or regulation of the buying or selling of intoxicating beverages of any kind, and the prohibition of their consumption off one's own premises. _____

3. The prohibition or regulation of the sale of gasoline (except when directly introduced into a motor vehicle), kerosene, naphtha, or any other explosive or inflammable fluids or substances.

4. The prohibition or regulation of pedestrian or motor vehicle travel or presence upon any public street, highway, alley or roadway or upon any other public property, including the proclamation of a curfew.

PASSED, ADOPTED and APPROVED this ____ day of _____, 2xxx__.

CITY OF LAS VEGAS

By _____, Mayor

ATTEST:

By _____, City Clerk

**PROCLAMATION
EVACUATION ORDER**

WHEREAS, the Mayor of the City of Las Vegas has proclaimed that a state of emergency exists and hereby finds that the situation that is created by such emergency is of such severity and magnitude to constitute an imminent peril to life in the area which is described as follows, to-wit:

I, (Mayor) , as the Mayor of the City of Las Vegas DO HEREBY PROCLAIM that the said described area shall be, and the same is hereby ORDERED to be, evacuated according to the evacuation and orders that are set forth in or promulgated pursuant to the Emergency Management Plan of said city and that this order shall remain in effect until order of the City Council of said city.

DATED this ____ day of ____ , 2xxx ____.

CITY OF LAS VEGAS

By _____ , Mayor

ATTEST:

By _____ , City Clerk

1 A RESOLUTION OF THE CITY COUNCIL OF THE
2 CITY OF LAS VEGAS CONFIRMING THAT A STATE OF
3 EMERGENCY EXISTS WITHIN SAID CITY;
4 REQUESTING THE GOVERNOR OF THE STATE OF NEVADA
5 TO PROCLAIM A STATE OF EMERGENCY THEREIN;
6 AND REQUESTING THE ASSISTANCE OF THE
7 STATE AND FEDERAL GOVERNMENTS

8 **WHEREAS**, the City Council of the City of Las Vegas has declared that a state of disaster emergency
9 exists within the city; and

10 **WHEREAS**, said City Council finds that the situation is of such severity and magnitude that substantial
11 and imminent peril to life and property exists within the city; and

12 **WHEREAS**, said city has or will have expended all of its available resources and the resources that are
13 available to it under its reciprocal aid agreements; and

14 **WHEREAS**, said City Council further finds that, even with the expenditure of all of such resources,
15 said city is or will be unable to cope with such disaster emergency.

16 **BE IT FURTHER RESOLVED** that the City Clerk of said city be, and he/she hereby is,
17 authorized, empowered and directed forthwith to forward certified copies of this Resolution to the
18 Governor of the State of Nevada and to the Director of the Nevada Office of Emergency Management.

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BE IT FURTHER RESOLVED that the City Manager be, and he hereby is, designated as the authorized representative of said city for the purpose of the receipt, processing and coordination of all inquiries and requirements that are necessary in order to obtain State and Federal assistance to enable said city to cope with such emergency and to repair and restore the public properties which are damaged or lost as a result thereof.

PASSED, ADOPTED and APPROVED this ____ day of _____, 2xxx__.

CITY OF LAS VEGAS

By _____, Mayor

ATTEST:

By _____, City Clerk

Council members present and voting:

	Aye	Nay
Mayor _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

PROCLAMATION OF LAW ENFORCEMENT EMERGENCY

THIS PROCLAMATION, made and issued this DAY OF MONTH day of MONTH, 2xxx__ at HOUR OF DAY hours by SHERIFF'S NAME, Sheriff of Clark County.

WITNESSETH:

WHEREAS, Section 12.28.030 of the Clark County Code invests the Sheriff with the authority to proclaim a state of emergency if he finds that a public disorder, disaster or riot exists within any part of Clark County and affects life, health, property or the public peace within Clark county; and

WHEREAS, the Sheriff has determined on this day that a state of emergency exists due to public disorder and rioting; and

WHEREAS, the Sheriff has further determined that such public disorder and/or rioting presents a serious threat to life, health, property or the public peace of the citizens of Clark County;

NOW THEREFORE, It is hereby proclaimed that a state of emergency exists as specified below:

1. That the area affected by this proclamation is as follows:

ENTER A DESCRIPTION OF AREA AFFECTED

2. That the following restrictions are in place within the area affected by this proclamation:

- a. No person shall be in the public streets or in the public parks or in any other public place during the hours of curfew, beginning at BEGINNING TIME OF CURFEW p.m. and ending at ENDING TIME OF CURFEW a.m. for each day that this Proclamation is in effect.
- b. That the use of public streets, highways and public ways by the public within the area affected by this Proclamation is prohibited during the hours of curfew.
- c. That the sale, purchase or dispensing of alcoholic beverages is prohibited during the hours of curfew.
- d. That no more than NUMBER OF PERSONS persons may assemble or gather together on the public streets or parks or other open areas, either public or private.
- e. That marches, parades, assemblies, or group demonstrations, regardless of their intended purpose are prohibited.

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- 1 f. That the manufacture, transfer, use, possession or transportation of a Molotov cocktail or any
2 other device, instrument or object designed to explode or produce uncontained combustion
3 is prohibited;
- 4 g. That the transportation, possession or use of gasoline, kerosene, or other combustible,
5 flammable, or explosive liquids or materials in a glass or container of any kind except in
6 connection with the normal operation of motor vehicles or legitimate commercial use is
7 prohibited;
- 8 h. That the possession of firearms or any other deadly weapon by a person other than a law
9 enforcement officer in a place other than that person's place of residence or business is
10 prohibited;
- 11 i. That the sale, purchase or dispensing of firearms, ammunition or explosives is prohibited;
- 12 3. Any person who violates any provision of this Proclamation is guilty of a misdemeanor in addition
13 to any other crimes and punishments provided by state or federal law, county or city ordinance.
- 14 4. That any person upon any public way, street, park or area affected by this proclamation who is
15 directed by a law enforcement officer, or other person in authority to leave the public way street, park or
16 area but refuses to do so shall be guilty of a misdemeanor.
- 17 5. Any person who makes an unreasonable noise or an offensively coarse utterance, gesture, or
18 display, or addresses abusive language to any person present, shall be guilty of a misdemeanor.
- 19 6. Any person is equally guilty as provided in 3, 4 and 5 above who:
- 20 a. Intentionally causes an innocent or irresponsible person to engage in conduct which
21 constitutes a violation of a provision of this proclamation;
- 22 b. Intending to promote or facilitate a violation of one or more provisions of this Proclamation,
23 (i) Solicits, requests, commands or otherwise attempts to cause another person to commit
24 a violation of one or more provisions of this Proclamation;
- 25 (ii) Aids, counsels, or agrees or attempts to aid another person in planning or committing a
26 violation of one or more provisions of this Proclamation; or
28

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(iii) Having a legal duty to prevent the commission of a violation of a provision of this Proclamation, fails to make a proper effort to do so.

7. This Proclamation and the various parts, sections and clauses thereof are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid, the remainder of this Proclamation shall not be affected thereby.

8. This Proclamation is effective upon the day and year first written above at the hour of TIME OF DAY PROCLAMATION COMES INTO EFFECT A.M. OR P.M. and shall continue in effect until declared terminated by the Sheriff or by the Board of Commissioners of Clark County, Nevada. Said proclamation, modifications, additions or deletions and any declaration of termination, shall be on file with the Office of the County Clerk, Clark County, Nevada, during regular business hours.

SIGNED AND PROCLAIMED on this day, time and year first entered above.

SHERIFF'S NAME, Sheriff
County of Clark, Nevada

TERMINATION OF DISASTER EMERGENCY

WHEREAS, the City of Las Vegas is a political subdivision of the State of Nevada; and

WHEREAS, the Las Vegas City Council found that on [DATE] due to [DISASTER DESCRIPTION and/or FEDERAL DISASTER NO.], a condition of extreme peril to life, health, safety, and welfare of persons and property occurred within the _____ area(s) of the City of Las Vegas; and

WHEREAS, the effects of the [DISASTER] have subsided the City of Las Vegas is now able to cope with the existing conditions;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Las Vegas does hereby resolve that within the City of Las Vegas, the State of Emergency that existed during the period [inclusive DATES] due to the conditions of [DISASTER], shall cease to exist on [DATE].

PASSED, ADOPTED and APPROVED this _____ day of _____, 2xxx__.

CITY OF LAS VEGAS

By _____, Mayor

ATTEST:

By _____, City Clerk

Council members present and voting:

Aye Nay

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2	Mayor _____	<input type="checkbox"/>	<input type="checkbox"/>
3	_____	<input type="checkbox"/>	<input type="checkbox"/>
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List of Acronyms and Glossary

List of Acronyms

AAR	After-Action Report
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CAD/RMS	Computer Aided Dispatch/Records Management System
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive
CCP	Casualty Collection Point
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure and Key Resources
CISM	Critical Incident Stress Management
CJIS	Criminal Justice Information System
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
DAP	Disaster Assistance Policy
DAT	Damage Assessment Team
DEM	Division of Emergency Management (State of Nevada)
DHS	U.S. Department of Homeland Security
DMAT	Disaster Medical Assistance Team(s)
DOC	Department Operation Center
DOD	Department of Defense
DOT	Department of Transportation
EAS	Emergency Alert System
EMS	Emergency Medical Services
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FOG	Field Operations Guide
HAZMAT	Hazardous Material(s)
FEMA	Federal Emergency Management Agency
HAZUS-MH	Hazards U.S. Multi-Hazard
IC	Incident Commander

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ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
JFO	Joint Field Office
JOC	Joint Operating Center
JPA	Joint Powers Authority
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MACS	Multi-Agency Coordination System
MCI	Multi-Casualty Incident
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NDOT	Nevada Department of Transportation
NHP	Nevada Highway Patrol
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OEM	Office of Emergency Management
PIO	Public Information Officer
P.L.	Public Law
RACES	Radio Amateur Civil Emergency Service
RTC	Regional Transportation Commission
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SNS	Strategic National Stockpile
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWG	Southwest Gas
UMC	University Medical Center
U.S.C.	United States Code
US&R	Urban Search and Rescue
VOAD	Volunteer Organizations Active Disaster

Glossary

ACCESS AND FUNCTIONAL NEEDS:

Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of “access and functional needs” services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

AMERICAN RED CROSS (ARC):

A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

ATTACK:

A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage to or destruction of public and private property.

CASUALTY COLLECTION POINT (CCP):

A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

CATASTROPHIC DISASTER (STATE DEFINITION):

The term implies an incident that produces severe and widespread damage resulting in the need for significant resources from outside the affected area to provide the necessary response. For example, whether a given earthquakes qualifies as catastrophic depends on the combined effected of geologic parameters (e.g., magnitude, duration, or type of earth movement); environmental parameters (e.g., location, time of occurrence, or existing weather conditions); sociological parameters (e.g., preparedness of the population, warning, or enhanced building construction); and destructive parameters (e.g., building damage and collapse or damage to infrastructure and systems). For the purpose of State and local responses, a catastrophic disaster is defined as an event that results in larges numbers of deaths and injuries; causes extensive damage or destruction of structures and facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private-sector to begin and sustain response activities.

CITIZEN CORPS:

A community-based program, administered by FEMA, which includes Citizen Corps councils and other programs that bring government and nongovernmental entities together to conduct all-hazards emergency preparedness and operations. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through collaborative planning, public education, outreach, training, and volunteer service. Additionally, programs like the Community Emergency Response Team Program train members of the public in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

COMPLEX COORDINATED ATTACK

Complex coordinated attacks are synchronized attacks, conducted by one or more independent teams, occurring at multiple locations sequentially or in close succession, initiated with little or no warning, using multiple attackers, and employing firearms, explosives, vehicles, fire or other non-traditional terrorist methodologies.

CONSEQUENCE:

An effect of an incident or occurrence.

COMMAND AND CONTROL (EMERGENCY MANAGEMENT):

The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

DAMAGE ASSESSMENT:

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a human-caused or natural disaster.

DISABILITY:

According to the Americans with Disabilities Act, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is regarded by others as having such impairment.” The term “disability” has the same meaning as that used in the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, as incorporated into the Americans with Disabilities Act. See <http://www.ada.gov/pubs/ada.htm> for the definition and specific changes to the text of the Americans with Disabilities Act. State laws and local ordinances may also include individuals outside the Federal definition.

DISASTER:

An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially Federal involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby” (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

EARTHQUAKE:

The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

EMERGENCY:

Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Stafford Act, an emergency "means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States" (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

EMERGENCY ASSISTANCE:

According to the National Response Framework, emergency assistance is "[a]ssistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional 'mass care' services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance."

EMERGENCY MEDICAL SERVICES (EMS):

Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, emergency medical services specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

EMERGENCY ALERT SYSTEM (EAS):

A system that enables the President and Federal, State, and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency or, in some cases, large natural disaster. EAS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations of the Federal Communications Commission.

EMERGENCY NOTIFICATION SYSTEM (ENS):

Telephone-based system that enables emergency messages to be delivered to pre-determined staff members programmed into the system and/or emergency public messaging through use of GIS interface technology. *Commonly referred to a “Reverse 9-1-1” systems.

EMERGENCY OPERATION CENTER (EOC):

The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, tribal, regional, city, county), or by some combination thereof.

EMERGENCY OPERATIONS PLAN (EOP):

The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

EMERGENCY PREPAREDNESS PHASE:

This phase begins when an evaluation of the potential situation indicates it is a matter of "when" rather than "if" emergency conditions will exist. This phase has one major stage for flooding emergencies: the flood alert stage.

EMERGENCY PUBLIC INFORMATION (EPI):

Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

EMERGENCY SUPPORT FUNCTION (ESF):

Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

ESSENTIAL FACILITIES:

Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

EVACUATION:

The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

- A spontaneous evacuation occurs when residents or citizens in the threatened areas observe an incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- A voluntary evacuation is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order is not required to evacuate; however, it would be to their advantage to do so.
- A mandatory or directed evacuation is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials.

EVACUEES:

All persons removed or moving from areas threatened or struck by a disaster.

FAMILY ASSISTANCE CENTER (FAC):

The Family Assistance Center is focuses on the immediate aftermath of a mass fatality incident to give survivors and families of victims a safe, central gathering place in proximity to the disaster site. The FAC provides a venue for authorities to provide information to victims, coordinate access to support services, and facilitate the collection of information from families that is necessary for victim identification.

FEDERAL AGENCY (FEDERAL DEFINITION):

Any department, independent establishment, Government Corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

FEDERAL COORDINATING OFFICER (FCO) (FEDERAL DEFINITION):

The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignments of other Federal departments or agencies. In all cases, the Federal Coordinating Officer represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act incidents, the Federal Coordinating Officer is the primary Federal representative with whom the State Coordinating Officer and other response officials interface to determine the most urgent needs and to set objectives for an effective response in collaboration with the Unified Coordination Group.

FEDERAL DISASTER ASSISTANCE:

Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

FLOOD/FLASH FLOOD:

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

FLOOD ALERT STAGE:

The stage at which the flow in a flood controlled project is at maximum design capacity (US Corps of Engineers "project flood plane" at this level there is a minimum freeboard below the top of the levees, generally three (3) feet.

FLOOD DANGER STAGE:

The stage at which the flow in the flood controlled project is greater than maximum design capacity (encroaching on freeboard) and where there is extreme danger with threat of significant hazard to life and property in the event of levee failure.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (FEDERAL DEFINITION):

An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

HAZARD AREA:

A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

HAZARD:

A natural, technological, or human-caused source or cause of harm or difficulty.

HAZARDOUS MATERIAL:

Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

HOUSEHOLD PET:

According to FEMA Disaster Assistance Policy 9253.19, "[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes." This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this Guide. Individual jurisdictions may have different definitions based on other criteria.

INCIDENT:

An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

INCIDENT ACTION PLAN (IAP):

An organized plan designed to mitigate the presenting emergency or situation, consisting of specific goals and objectives, timelines, and pertinent safety parameters. IAPs are designed using a culmination of intelligence information gathered through various reconnaissance means.

INCIDENT COMMAND SYSTEM (ICS):

A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered

by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

INCIDENT MANAGEMENT TEAM (IMT):

The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

INCIDENT OF NATIONAL SIGNIFICANCE:

An incident with high impact that requires a coordinated and effective response by Federal, State, local, tribal, and nongovernmental entities in order to save lives and minimize damage.

INCREASED READINESS STAGE:

The stage begins when conditions exist which could result in an "emergency" such as continuing and excessive rainfall, an unusually rapid snowmelt, prolonged freezing, earthquakes, uncontrolled fire, sabotage, a potential civil disturbance, or prolonged power outages.

INSTITUTIONALIZED PERSONS:

Persons who reside in public or private group quarters rather than households, for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possessions or transportation, or require special care and custody.

JOINT FIELD OFFICE:

The primary Federal incident management field structure. The Joint Field Office is a temporary Federal facility that provides a central location for the coordination of Federal, state, territorial, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The Joint Field Office structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles and is led by the Unified Coordination Group. Although the Joint Field Office uses an Incident Command System structure, the Joint Field Office does not manage on-scene operations. Instead, the Joint Field Office focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

JOINT INFORMATION CENTER (JIC):

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

JOINT INFORMATION SYSTEM (JIS):

An organized method to collect, analyzes, share and disseminate information about an emergency incident. Used in the Joint Information Center (JIC).

JOINT OPERATING CENTER (JOC):

A facility established on the periphery of a disaster area to coordinate and control multi-jurisdictional emergency operations within the disaster area. The JOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center.

LIMITED ENGLISH PROFIECIENCY:

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

LOCAL EMERGENCY (STATE DEFINITION):

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, civil disturbance, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

MAJOR DISASTER (STATE DEFINITION):

Any natural catastrophe including any storm, high water, wind-driven water, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, any fire, flood or explosion in any part of the State of Nevada which in the determination of the Governor causes damage or sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of local government, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MAJOR DISASTER (FEDERAL DEFINITION):

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MASS CARE:

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include mass evacuation, mass sheltering, mass feeding, and access and functional needs support, and household pet and service animal coordination.

MASS CARE FACILITY:

A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

MINIMUM AREA OF FLOODING:

This will be determined by the incident commander based on a variety of information, including, but not limited to, location and width of break or failure, velocity and direction of water, proximity to major evacuation routes, river/stream water surface elevations, etc. This flooding area will be different for each location depending on the time a break or failure occurs. Relocation centers, staging areas, storage areas or command centers should not be located inside this area.

MITIGATION:

Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

MULTI-AGENCY COORDINATION SYSTEM (MACS):

A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting incident management activities.

MUTUAL AID AGREEMENT:

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):

A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

NATIONAL RESPONSE FRAMEWORK:

This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

NONGOVERNMENTAL ORGANIZATION:

An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

NORMAL PREPAREDNESS STAGE:

This phase assumes that all pre-emergency actions have been carried out by each responsible agency annually.

PLANNING ASSUMPTIONS:

Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

POLITICAL SUBDIVISION:

Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

PREPAREDNESS:

Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

PREVENTION:

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

PROTECTED GROUP:

A group of people qualified for special protection by a law, policy, or similar authority. For example, Title VI of the Civil Rights Act of 1964 protects against discrimination on the grounds of race, color, or national origin.

PROTECTION:

Actions to reduce or eliminate a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

PUBLIC INFORMATION OFFICER (PIO):

An individual responsible for releasing accurate official information to the public through the news media.

RECEPTION AND CARE CENTER:

A facility established in a low risk area to receive and process incoming relocates, and assign them to lodging facilities, and provide them with information on feeding, medical care, and other essential services.

RECONNAISSANCE:

Intelligence gathering mission. An assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

RECOVERY:

The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

RESOURCE MANAGEMENT:

A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, territorial, tribal, and local teams; and resource mobilization protocols.

RESPONSE:

Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

RISK:

The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.

RISK ANALYSIS:

A systematic examination of the components and characteristics of risk.

RISK ASSESSMENT:

A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

RISK IDENTIFICATION:

The process of finding, recognizing, and describing potential risks.

RISK MANAGEMENT:

The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

SENIOR OFFICIAL:

The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

SENSITIVE FACILITIES:

Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

SERVICE ANIMAL:

Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability.

STANDARD OPERATING PROCEDURE/GUIDELINE (SOP):

A reference document or operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

STATE AGENCY:

Any department, division, independent establishment, or agency of the executive branch of the state government.

STATE COORDINATING OFFICER (SCO):

The individual appointed by the Governor to coordinate state disaster assistance efforts with those of the Federal Government. The State Coordinating Officer plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor of the affected state appoints the State Coordinating Officer, and lines of authority flow from the Governor to the State Coordinating Officer, following the state's policies and laws.

STATE EMERGENCY OPERATIONS CENTER (SEOC):

A facility established by the State for the purpose of coordinating and supporting operations within a disaster area, and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SEOC will be staffed by representatives of state and federal agencies and private organizations, and will have the capability of providing a communications link to a Joint Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area.

STATE COMPREHENSIVE EMERGENCY PLAN:

The State of Nevada Emergency Plan as approved by the Governor.

STATE/FEDERAL FLOOD OPERATIONS CENTER:

A combined effort during flood emergencies by several State and Federal agencies.

TERRORISM:

Activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

TORNADO:

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds can be as low as 65 miles per hour, but may reach 300 miles per hour or higher.

VOLUNTEERS:

Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

VULNERABILITY:

A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

WARNING:

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.

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